ANASAZI SOFTWARE®

Assessment v3 Phase 1

WYSIWYG User Manual Updates

Copyright © 2013 Cerner Corporation. All rights reserved.

This document, as well as the software it pertains to, are furnished under license and may be used or copied only in accordance with the terms of such license. All information contained herein is Confidential and Proprietary to Cerner Corporation. The content of this document is furnished for informational use only, and is subject to change without notice.

Companies, names, and other data used as examples throughout this document are fictitious (unless otherwise noted).

Table of Contents

Assessment Object Types and Question Types 4
Object Types 4
Question Types 9
Controls for Assessments, Object Types, and Question Types 22
Control Levels 22
Enter/Edit Page – Control Type 22
Enter/Edit Object on Page – Control Type 25
Enter/Edit Question – Control Type 32
Troubleshooting Incorrect Setup of Questions 56
Overview 56
Questions In Need of Review Listing 56
Modifications via WYSIWYG 62
Questions In Need of Review Listing 65
Questions in Need of Review Listing (QINORL) (AS001RC) 65
WYSIWYG Updates for Assessment version 3 Phase 1 70

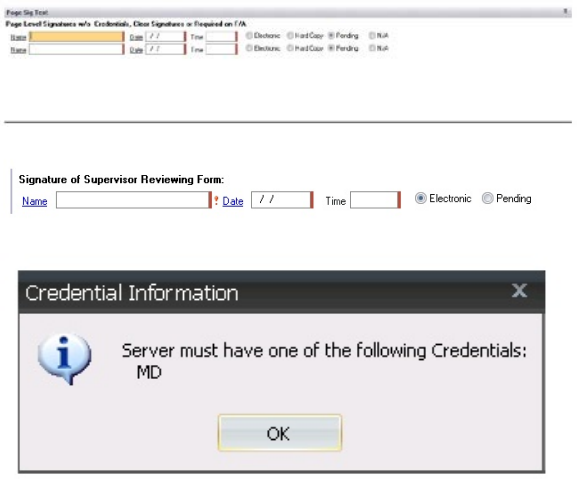
Assessment Object Types and Question Types

Assessment Object Types and Question Types may be added to Pages via WYSIWYG.

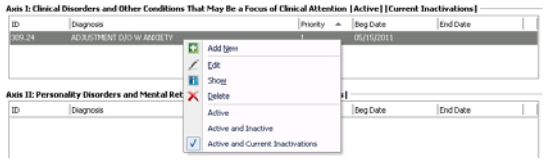
Object Types

Object Type	Function
Box Top/Bottom (B) **Box Top (t)** **Box Bottom (b)** **Horizontal Line (h)** 	A **Box Top/Bottom (B)** object appears as a line under the following circumstances: • Set as a Box Top (t) • Set as a Box Bottom (b) • Set as a Horizontal Line (h) Boxes are not used in the HomePage Products to surround a set of Questions or Text. In WYSIWYG, if a Box Top/Bottom (B) Object Type is set as Box Top (t), followed by one or more Question Types, followed by a Box Top/Bottom (B) Object Type that is set as a Box Bottom (b), the Box Top and Box Bottom appear as a long line in the HomePage Products with no left/right sides. In WYSIWYG, a Horizontal Line can be used to separate one set of Object Types/Question Types from subsequent Object Types/Question Types, which appears as a long line in the HomePage Products. The example to the left is setup in WYSIWYG as follows: • Box Top/Bottom (B) Object Type that is set as Box Top (t) • Short Text and Radio Button Question Object Types • Box Top/Bottom (B) Object Type that is set as a Box Bottom (b).
Calculate Button (Adult, Texas Only)	Used only in Texas RDM Assessments.
Calculate Button (C/A, Texas Only)	Used only in Texas RDM Assessments.
Final Approval Button (A)	Not used in Assessment version 3

Object Type	Function
Hyperlink (H) Link to Anasazi	A **Hyperlink (H)** object is a label set as a link to an internal URL (e.g., that accesses the Agency Policies and Procedures) or to an external URL that accesses the Internet. Clicking the label launches the default Internet browser of the workstation opens at the URL defined. The URL must be a valid URL that is allowed by the Agency and not restricted.
Page Break (P)	A Page Break (P) object controls printed output and forces the printing of a new Page regardless of where the previous Page leaves off. It is not visible on the Page in the Assessments Maintenance Panel. Page Breaks are generally not useful when placed anywhere below MEWs (Multiple Entry Windows), Expanded/Narrative Text (E), or Multiple Selection Lists (M) Question Types as they can cause the printing to slide or move depending upon how much data is in them. Page Breaks function well when placed below Radio Buttons (R), Checklists (C), Checkboxes (K), Selection Lists (L), or Short Text (T) Question Types, or Text (T) Objects.
Review Button (V)	Not used in Assessment version 3
Signature Group (C) Page Level Client Signatures 	A **Signature Group (C)** object is a Page Level Client signature that contains the following options: • 'Name' of the Client signature. This field will auto-populate with the Client and is shadowed so that it cannot be changed. • 'Date' of the signature which can be in either the past or today but not in the future. This field will auto-populate with the current date if either 'Signature Pad' or 'Hard Copy' radio buttons are selected. If the field is populated and 'N/A' is selected, the field is cleared. The Date field may be manually entered when 'Pending' is the selected radio button. • 'Time' of the signature which will auto-populate with the current date if either 'Signature Pad' or 'Hard Copy' radio buttons are selected. If the field is populated and 'N/A', the field is cleared. The Time field may be manually entered when 'Pending' is the selected radio button. • 'Signature Pad' indicates that the Client signed via a Signature Pad • 'Hard Copy' indicates a signed document exists • 'Pending' indicates the signature is unsigned • 'N/A' indicates the signature is unsigned and not required

Object Type	Function
Signature Group (X) Page Level Staff Signatures 	A **Signature Group (X)** object is a Page Level Staff signature that contains following options: • 'Name' of the Staff signature. This field will auto-populate with the Logged in Staff if either 'Electronic' or 'Hard Copy' radio buttons are selected. If the field is populated and 'N/A' is selected a confirmation asking if clearing the signature is intended. If 'Yes' is selected, the field is cleared. • 'Date' of the signature which can be in either the past or today but not in the future. This field will auto-populate with the current date if either 'Electronic' or 'Hard Copy' radio buttons are selected. If the field is populated and 'N/A' is selected a confirmation asking if clearing the signature is intended. If 'Yes' is selected, the field is cleared. • 'Time' of the signature which will auto-populate with the current date if either 'Electronic' or 'Hard Copy' radio buttons are selected. If the field is populated and 'N/A' is selected a confirmation asking if clearing the signature is intended. If 'Yes' is selected, the field is cleared. • 'Electronic' indicates an electronically signed signature • 'Hard Copy' indicates a signed document exists • 'Pending' indicates the signature is unsigned • 'N/A' indicates the signature is unsigned and not required • If the Staff Signature Line has associated Credentials, a red exclamation mark appears at the end of the 'Name' field and clicking on it presents a Credential Information box listing the Credential(s) required to complete the signature.
Signature Group (Y) Page Level Staff Signatures w/ Professional Desc Signatures 	A **Signature Group (Y)** object is a Page Level Staff signature that functions in the same manner as the Signature Group (X) Page Level Staff Signature, but additionally displays the Staff Member's Professional Description in purple below the 'Name' field. The Professional Description is maintained for each Staff Member within Staff Maintenance (AZ138EA) and is generally a job title, not credentials.
System Button (S)	Not used in Assessment version 3
Table (L) (Multiple Entry Window/MEW) **Right-click Menu options for standard MEWs** 	A **Table (L) (Multiple Entry Window / MEW)** object is a table that allows entry of a series or history of records, each containing the same set of Questions as established in WYSIWYG. MEWs display in an Array List with Column Headings format in the Assessment Maintenance Panel.

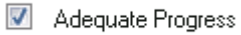
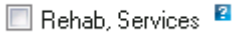
Object Type	Function

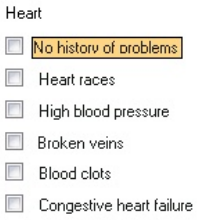
MEW Detail Maintenance Panel
 	
'Clinical' Access Type MEW; Staff has 'Administrative Access' to Assessment Product
 	
Right-click Menu options for Diagnosis MEW (Axis I, II, III, IV) and Medication History MEW
 
 	
	• Columns initially display according to settings in Client Table Types Maintenance.
	• The Field Chooser allows for dynamic addition/removal of columns that are included as Default or Extra Columns in Client Table Types Maintenance.
	• Column widths can always be re-sized.
	• Columns can be reordered from left to right and vice-versa.
	• Sorting (ascending and descending) is accommodated on all columns. Sorting is not sensitive to character case (i.e., upper/lower).
	• The ability to group rows through Group Mode is accommodated.
	• Subtext, which is additional information associated with a row on the list, is not accommodated.
	
	Any changes made to MEW column display, sorts or groupings are maintained throughout the current session within the Assessment Maintenance Panel, including following interim Saves. Closing and re-launching the Assessment or launching the same Assessment for a different Client resets the MEW to its default configuration.
	
	With focus in the white space of the MEW, the right-click menu can be accessed in the following ways:
	
	• Shift+F10 (on older keyboards)
	• Exclusive key (on newer keyboards)
	• Down arrow that appears in the right-most column of the grid
	• Right-clicking the white area
	• Right-clicking a record below the column headers
	
	The right-click menu includes the following options:
	
	• Clicking ‘Add New’ or Hot Key 'N' launches the MEW Detail Maintenance Panel for entry of a record.
	• Clicking ‘Edit' or Hot Key 'E' launches the MEW Detail Maintenance Panel and allowed edit of the selected record.
	• Clicking 'Show' or Hot Key 'w' launches the MEW Detail Maintenance Panel in Show mode.
	• Clicking 'Delete' or Hot Key 'D' presents the message 'Delete this record?'
	  o Clicking 'Yes' or Hot Key 'Y' deletes the record from the grid.
	  o Clicking 'No' or Hot Key 'N' sends focus back to the grid.

Object Type	Function
	Diagnosis MEWs (Axis I, II, III, IV) and the Medication History MEW additionally include filter options for 'Active', 'Active and Inactive', and 'Active and Current Inactivations' as follows: • Defaults with 'Active and Current Inactivations' filter selected • If 'Active' is selected, the MEW grid displays only those records without an End Date • If 'Active and Inactive' is selected, the MEW grid displays records without an End Date and with an End Date (i.e., all records) • If 'Active and Current Inactivations' is selected, the MEW grid displays records both without an End Date and those records with an End Date where the End Date was entered within the Pending Assessment (i.e., the record was not ended in a prior Final Approved Assessment and pulled forward into the Pending Assessment with an End Date) The Ribbon Bar in the MEW Detail Maintenance Panel contains the following options: • 'Save and Close' loads the entered information into the Array List and returns focus to the Assessments Maintenance Panel. • 'Close Panel' closes the entry form without updating the Array List and returns focus to the MEW in the Assessment Maintenance Panel. Records entered into a MEW are saved to the relevant files/fields at the time the user elects to 'Save,' 'Save and Close' or 'Final Approve' the Assessment. 'Save and Close' within the MEW Detail window adds the information into the Array List but does not create records. Updates (additions, edits or deletions) to MEW contents are discarded if user closes Assessment Maintenance Panel without saving changes. MEW objects are subject to the following Controls: Access Type* *The Alias MEW has an 'Administrative' Access Type and all other MEWs have a 'Clinical' Access Type

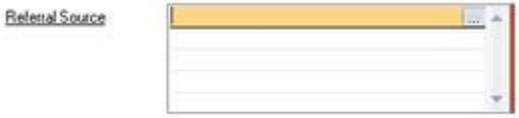
Object Type	Function
Text (T) TEXT/TITLE/LABEL **With Help** TEXT/TITLE/LABEL	A **Text (T)** object is a label that represents a title, subtitle, or instruction. Text (T) object types are subject to the following Controls: Help (for Text, not Questions).
Validate Button (U)	Not used in Assessment version 3.

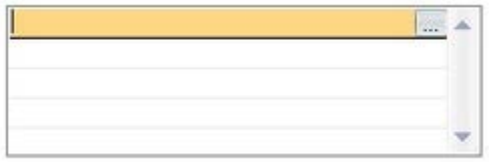
Question Types

Question Type	Function
Checkbox (K)  **With focus** **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message**  	A **Checkbox (K)** Question object includes a label (optional) and a single response option, and cannot be set as required. The response label (if present) is boxed and turns gold when it has focus. A Checkbox response field indicates 'Yes' if active (contains a checkmark) and 'No' if inactive (no checkmark). If a Checkbox response label has focus and the <Space Bar> key is pressed, the Checkbox is either selected or deselected (depending on its original state). Checkbox (K) Question objects are subject to the following Controls: Access Type, Help Message.

Question Type	Function
Checklist (C) **With focus**  **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** 	A **Checklist (C)** Question object includes a label (optional) and two or more response options, and cannot be set as required. The response label (if present) is boxed and turns gold when it has focus. A Checklist field indicates 'Yes' if active (contains a checkmark) and 'No' if inactive. If a Checklist response label has focus and the <Space Bar> key is pressed, the Checkbox is either selected or deselected (depending on its original state). Checklist (C) Question objects are subject to the following Controls: Access Type, Help Message.

Question Type	Function
Date (D) Date of Incident / / **With focus, set as required** Date of Incident / / **Without a label** / / ... **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** Date of Petition / **With Help Message** Date of Petition 01/31/2013 **Calendar Picker** May, 2012 Su Mo Tu We Th Fr Sa 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 Today None	A **Date (D)** Question object includes a label (optional) and a date field, which permits entry of a valid date. Can be set as required. The response field turns gold when it has focus. Clicking the field label (if present) accesses the Calendar picker for selection of a date. If there is no label, the response field includes a prompt object. Clicking the prompt object accesses the Calendar picker for selection of a date. F4 and right clicking in the response field and selecting Lookup also accesses the Calendar picker for selection of a date. Date (D) Question objects are subject to the following Controls: Access Type, Auto-Load Today, Date, Entry Actions DATE*, DOB, LATER, LATER&, Help Message, Required. **Note: Date (D) Question Types are formatted as MM/DD/CCYY and include access to the Calendar object regardless if the WYSIWYG Control Entry Action 'DATE' is entered or not.*

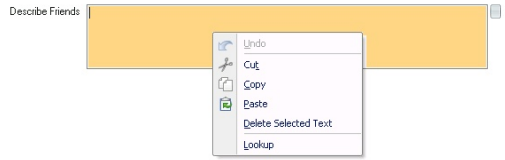
Question Type	Function
Integer Selection List (I) **With focus, set as required** **Without a label** **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** 	An **Integer Selection List (I)** Question object includes a label (optional) and an auto-sense field, for entry or selection of a single response. Can be set as required. The response field turns gold when it has focus. Clicking the field label (if present) accesses a List for selection of a record. If there is no label, the response field includes a prompt object. Clicking the prompt object or F4 accesses the List for selection of a record. Auto-sense allows entry of one or more characters and limits the List to the record(s) that include the characters entered, whether the characters entered match the ID or Description of the records in the List. The List is sorted based on Description. The value that displays to the response field is based on the response to the 'Display from List' field in the Enter/Edit Object on Page Dialog for the Selection List Question object in WYSIWYG. Integer Selection List (I) Question objects are subject to the following Controls: Access Type, Capslock, Help Message, Required.
Multiple Selection List (M) **With focus, set as required** 	A Multiple Selection List (M) Question object includes a label (optional), a grid, a prompt object to access a Lookup, and the ability to access a maintenance panel for display and/or entry/selection of one or more responses. Can be set as required. **Grid entry on the Page** Each response field in the grid turns gold when it has focus. Clicking the field label (if present) accesses a maintenance panel (i.e., the Multiple Selection List Detail Panel), to display and/or add/remove records. Regardless if there is a field label or not, each response field includes a prompt object, which accesses a Lookup (as does F4) for selection of a record.

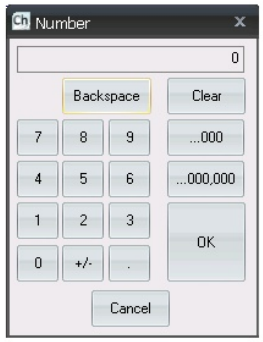
Question Type	Function
Without a label  **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** 	With focus in a response field, the right-click menu can be accessed in the following ways: • Shift+F10 (on older keyboards) • Exclusive key (on newer keyboards) • Right-clicking with focus in the response field The right-click menu includes the following options: • Clicking 'Lookup' or Hot Key 'L' launches the Lookup for selection of a record. • Clicking 'List Maintenance' or Hot Key 'M' launches the Multiple Selection List Detail Panel for display and/or add/remove of record(s). • Clicking 'Add Multiple' or Hot Key 'A' launches the Add Multiple Selection List to select one or more records to add to the grid. • Clicking 'Remove Multiple' or Hot Key 'R' launches the Remove Multiple Selection List to select one or more records to remove from the grid. • Clicking 'Show' or Hot Key 'w' launches the Multiple Selection List Detail Panel in Show mode. • Clicking 'Delete' or Hot Key 'D' presents the message 'Delete this record?' o Clicking 'Yes' or Hot Key 'Y' deletes the record from the grid. o Clicking 'No' or Hot Key 'N' sends focus back to the grid. o **Grid entry in the Multiple Selection List Detail Panel** Each response field in the grid turns gold when it has focus. Each response field includes a prompt object, which accesses a Lookup (as does F4) for selection of a record.

Question Type	Function

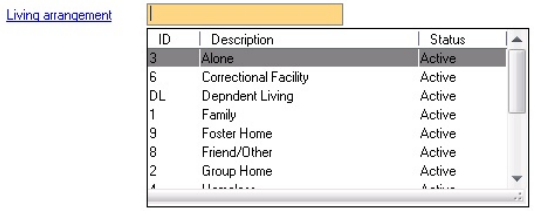
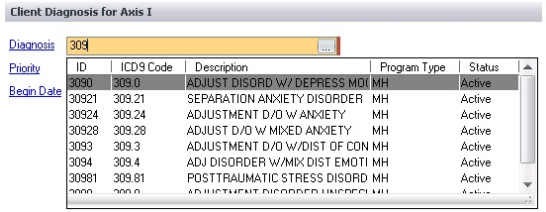
Right-click Menu options
 	
Multiple Selection List Detail Panel
 	
	Ribbon Bar buttons in the Multiple Selection List Detail Panel
	
	In Add/Edit mode:
	
	• 'Add' launches the Add Multiple Selection List to select one or more records to add to the grid.
	• 'Remove' launches the Remove Multiple Selection List to select one or more records to remove from the grid.
	• 'Refresh' does nothing if no changes have been made to the records in the grid or if changes have been made but they have been saved. Otherwise, if changes have been made to the records in the grid but have not been saved, the message 'Changes exist that have not been Saved or Final Approved. All changes will be lost if you continue. Would you like to continue and discard changes?' presents.
	  o If Yes is selected, the contents of the Multiple Selection List are reverted back to the values associated with the most current Save and focus is returned to the first enter-able field in the Multiple Selection List Detail Panel.
	  o If No is selected, focus is returned to the Multiple Selection List Detail Panel.
	• 'Delete Selection' presents the message 'Delete this record?'
	  o Clicking 'Yes' or Hot Key 'Y' deletes the record from the grid.
	  o Clicking 'No' or Hot Key 'N' sends focus back to the grid.
	• 'Close Panel' closes the Multiple Selection List Detail Panel returns focus to the grid in the Assessment Maintenance Panel.
	
	In Show mode:
	
	• All buttons are shadowed except 'Close Panel', which closes the Multiple Selection List Detail Panel and returns focus to the grid in the Assessment Maintenance Panel.
	
	If the Multiple Selection List Question object is linked to a Table in the Assessment Tables View (AS026EA), the values entered in the 'Sequence' column for the Table display to the 'Sequence' column in the Lookup and the Add/Remove Multiple Selection List Panels and control the default order of the records in the Lookup/Panels.
	
	Multiple Selection List (M) Question objects are subject to the following Controls: Access Type, Entry Action: UNIT, Help Message, Required.

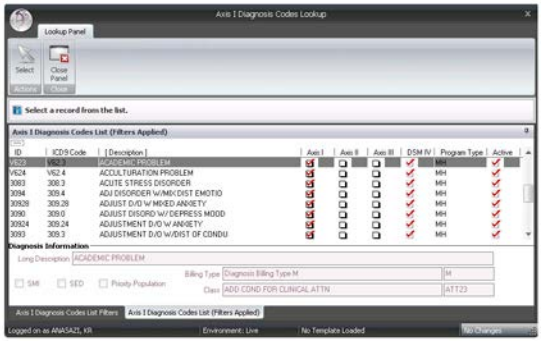
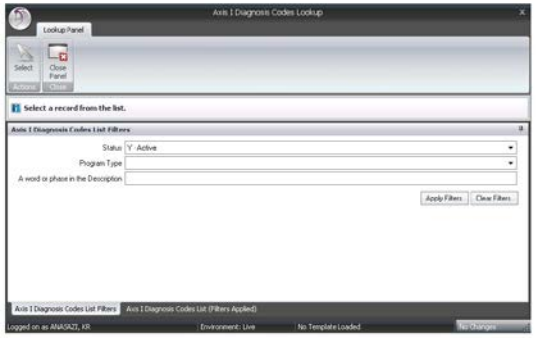
Question Type	Function
Narrative/Expanded Text (E) **With focus, set as required** **Without a label** **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** 	A **Narrative/Expanded Text (E)** Question object includes a label (optional) and a text box, which permits entry of any text up to a maximum of 16,000 characters (which typically displays to about four pages of text). Can be set as required. The response field turns gold when it has focus. The right-click menu includes the following options: • Clicking 'Undo' or Hot Key 'U' deletes the last entry completed. • Clicking 'Cut' or Hot Key 't' removes the highlighted text from its original position and keeps it in memory. • Clicking 'Copy' or Hot Key 'C' copies the highlighted text and keeps it in memory. • Clicking 'Paste' or Hot Key 'P' inserts text in memory where the paste command is issued. • Clicking 'Delete Selected Text' or Hot Key 'D' deletes the highlighted text. • Clicking 'Lookup' or Hot Key 'L' launches the Standard Text for Question Lookup for selection of a Standard Text record. Standard Text can be inserted at cursor location by doing one of the following: • Clicking the Standard Text button at the end of the response field and selecting a record from the Standard Text for Question Lookup. • Selecting Lookup or Hot Key 'L' from the right-click menu and selecting a record from the Standard Text for Question Lookup. • With focus in the field, using F4 on the keyboard and selecting a record from the Standard Text for Question Lookup. Narrative/Expanded Text (E) question objects are subject to the following Controls: Access Type, Help Message, Required.

Question Type	Function
Right-click Menu options  **Standard Text Lookup** 	

Question Type	Function
Numeric (N) **With focus, set as required** **Without a label** **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** **Number picker** 	A **Numeric (N)** Question object includes a label (optional) and a text box, which permits entry of any digits, limited to the maximum number of digits defined for the field. Can be set as required. The response field turns gold when it has focus. "0" is not a valid response. When set as required, a small red bar appears at the end of the response field. Clicking the field label (if present) accesses the Number picker for selection of a number. If there is no label, F4 and right clicking in the response field and selecting Lookup accesses the Number picker for selection of a number. Numeric (N) Question objects are subject to the following Controls: Access Type, Is a Sum, Min / Max, Entry Action: PRIO99, Help Message, Required, Worksheet.
Numeric (2 Decimal Places) (2)	Not used in Assessment version 3

Question Type	Function
Numeric (4 Decimal Places) (4)	Not used in Assessment version 3
Radio Button (R) **With focus, set as required** **Without a label** **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** 	A **Radio Button (R)** Question object includes a label (optional) and two or more response options, of which only one may be indicated as 'selected'. Can be set as required. A Radio Button response field indicates 'selected' if it contains a dot and 'not selected' if it does not contain a dot. If a Radio Button response label has focus and the <Space Bar> key is pressed, the Radio Button is either selected or deselected (depending on its original state). When set as required, a small red bar appears at the beginning of the first response field. Radio Button (R) Question objects are subject to the following Controls: Access Type, Help Message, Required, Worksheet.
Selection List (L) **With focus, set as required** **Without a label** 	A **Selection List (L)** Question object includes a label (optional) and an auto-sense field, for entry or selection of a single response. Can be set as required. Diagnosis Axis I, II, III Selection Lists within a Diagnosis MEW are unique as they include auto-sense functionality as well as access to a Lookup. This also pertains to a Selection List (L) Question object on a Page that has the 'Selection List' field populated with 'Diagnosis' in Enter/Edit Question in WYSIWYG.***** The response field turns gold when it has focus.

Question Type	Function
Auto-sense List 	Clicking the field label (if present) accesses a List for selection of a record. If there is no label, the response field includes a prompt object. Clicking the prompt object or F4 accesses the List for selection of a record. Auto-sense allows entry of one or more characters and limits the List to the record(s) that include the characters entered, whether the characters entered match the ID or Description of the records in the List.
Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product 	Any List linked to a Table in the Assessment Tables View (AS026EA) include a 'Sequence' column. The values entered in the 'Sequence' column for the Table in the Assessment Tables View display to the 'Sequence' column in the List and control the default order of the records in the List. If the 'Sequence' is blank, or the List is linked to a different Table (e.g., those maintained in Anasazi Central), the List is sorted based on Description.
With Help Message 	The value that displays to the response field is based on the response to the 'Display from List' field in the Enter/Edit Object on Page Dialog for the Selection List Question object in WYSIWYG (except for ZIP Code, which always displays the ID (i.e., the ZIP Code and not the City, State, and ZIP Code)).
***Diagnosis Axis 1, II, III auto-sense List (Axis I is listed)** 	(Any Selection List (L) Question object on a Page that has the 'Selection List' field populated with 'All Diagnoses for All Axes' in Enter/Edit Question in WYSIWYG behave like all other Selection List (L) Question objects and do not include access to a Lookup.) ***Diagnosis Axis I, II, III Selection Lists within a Diagnosis MEW or on a Page behave as follows**: The response field turns gold when it has focus. Clicking the field label (if present) accesses a Lookup for selection of a record. If there is no label, the response field includes a prompt object. Clicking the prompt object or

Question Type	Function
***Diagnosis Axis I, II, III Lookup - Diagnosis Codes List Pane (Axis I records are listed)**  ***Diagnosis Axis I, II, III Lookup - Diagnosis Codes List Filters Pane** 	F4 accesses the Lookup for selection of a record. The Lookup includes information from the Diagnosis Codes Table (AZ243EBR). When accessed within a Diagnosis MEW, the Lookup is limited to the Diagnoses that pertain to the Axis with focus (e.g., if adding a Diagnosis Code to Axis I, then the Lookup is limited to Axis I records). Additional filters may be set for the Lookup within the Diagnosis Codes List Filters Pane. Auto-sense allows entry of one or more characters and limits the List to the record(s) that include the characters entered, whether the characters entered match the ID or Description of the records in the List. For Diagnoses entered within a Diagnosis MEW, the value that displays to the response field is always the Description (and never the Diagnosis ID). For a Diagnosis Question on a Page, the value that displays to the response field is based on the response to the 'Display from List' field in the Enter/Edit Object on Page Dialog for the Selection List Question object in WYSIWYG. Selection List (L) question objects are subject to the following Controls: Access Type, Capslock, Entry Actions: AGENCY, EXTCW, SCHOOL, UNIT, Help Message, Required.

Question Type	Function
Short Text (T) **With focus, set as required** **Set as 'Clinical' Access Type; Staff has 'Administrative Access' to Assessment Product** **With Help Message** 	A **Short Text (T)** Question object includes a label (optional) and a text box, which permits entry of any text, limited to the maximum number of characters defined for the field. Can be set as required. The response field turns gold when it has focus. Short Text (T) question objects are subject to the following Controls: Access Type, Capslock, Entry Actions DATE, DOB, LATER, LATER&, PRIO99, SSN, Help Message, Required.

Controls for Assessments, Object Types, and Question Types

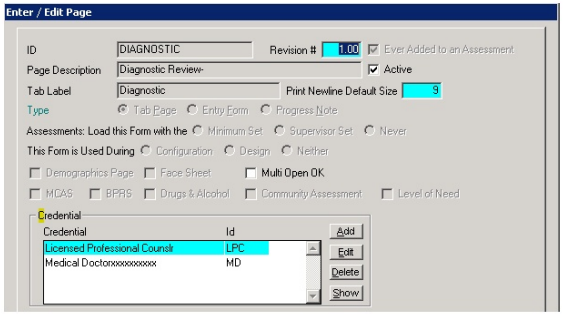
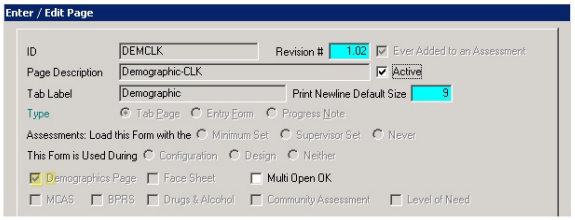
Control Levels

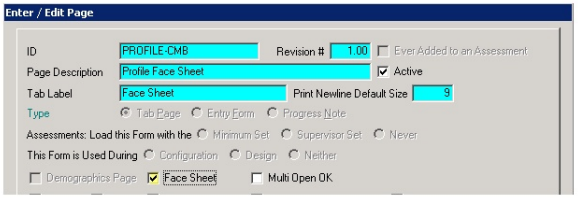
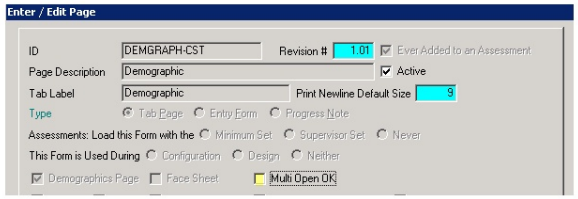
Page - Setting is applied to the Page in any Assessment containing that Page; configured through 'Enter / Edit Page'

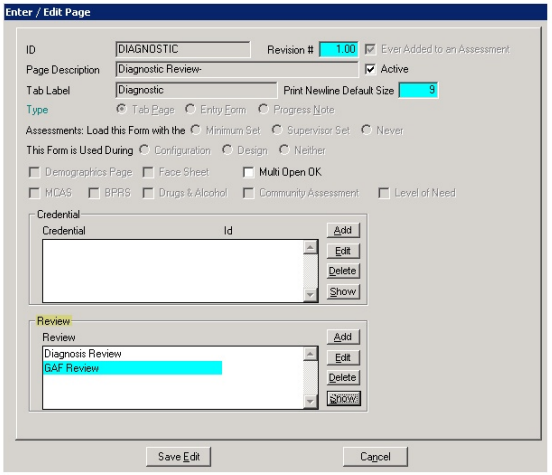
Object on Page - Setting is applied to the Object Type or Question Type only on that specific Page; must be configured for each Page or Form individually; configured through 'Enter / Edit Object on Page'

Question - Setting is applied to the Question Type wherever that Question object appears (on any Page or Form); configured through 'Enter / Edit Question'

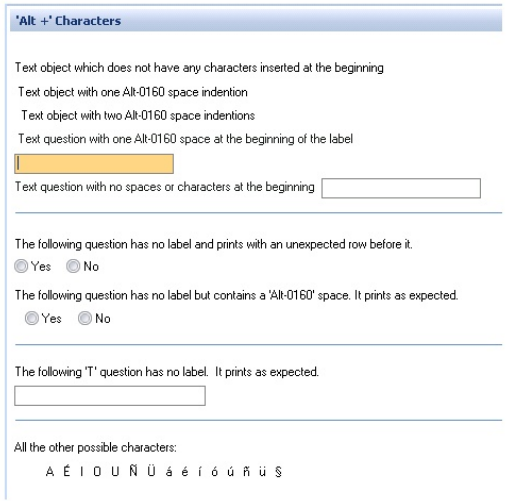
Enter/Edit Page – Control Type

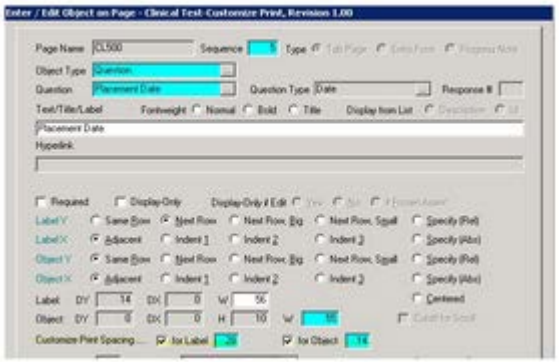
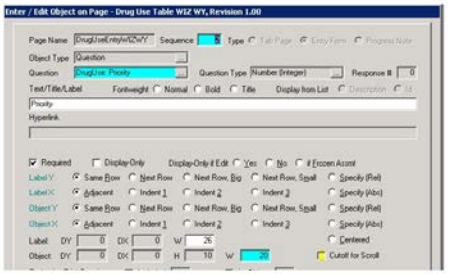
Enter/Edit Page – Control Type	Function
Credentials 	Disallows update of data on the Page by Staff who do not have the indicated Credentials in effect at time of Add/Edit of the Assessment. The data within the Page displays, but all fields are shadowed. Functions in combination with Staff Member's 'Credentials' in Staff Maintenance View, Credentials (8) Tab Page.
Demographics Page 	Requires that only one Assessment with a Page designated as a Demographics Page be in a pending status (i.e., not Final Approved) at a time for a Client. Upon Final Approval of an Assessment with a Demographics Page for a Client with a '0' (zero) Case Number, based on setup, presents a message relative to having the system assign a Case Number.

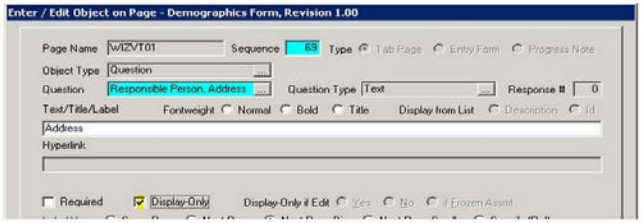
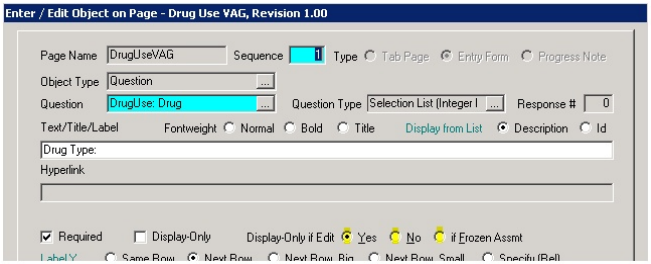
Enter/Edit Page – Control Type	Function
Face Sheet 	Designates the Page as a Face Sheet that may be selected to display to the Face Sheet Pane in the Client Panel via Staff Preferences.
Multi Open OK 	If active, allows the Page to be open (saved) for multiple Assessments at the same time. Note: Please consider the following before activating this field. If more than one Page is open at the same time, it may become very difficult to tell which Assessment has the most current data. For example: Assessment A has an XYZ Page and Assessment B has an XYZ Page and this Page has the 'Multi Open OK' field active. Client Smith has both an Assessment A and B open on the same day. Assessment B is Final Approved on Tuesday and Assessment A is Final Approved on Wednesday. So, even though Assessment A contains the most up-to-date data/information because it was Final Approved after Assessment B, with the Assessment dates being the same, it is difficult to tell which Assessment has the most current information/data. In this case, Assessment A data is the data that defaults to the next Assessment with an XYZ Page added for Client Smith. If the sequence of data importing is not important, then this may not be an issue. An example may be a Referral Form Page that contains just a few Question fields that are all flagged to 'Clear on import'. In conclusion, it is advised that the 'Multi-Open OK field not be set for the following types of Pages: Demographic, Diagnosis, and any state reporting Pages.

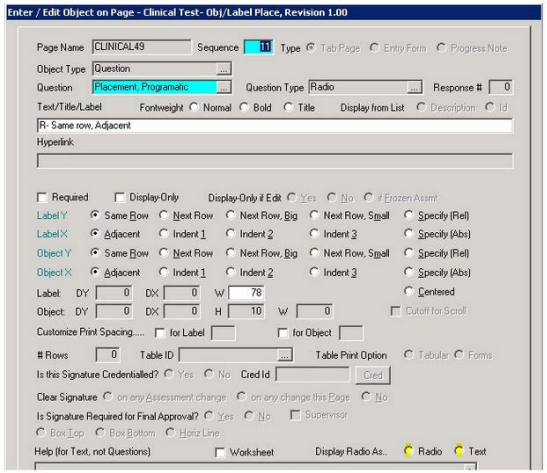
Enter/Edit Page – Control Type	Function
Print Newline Default Size Print Newline Default Size = 14: Print Newline Default Size = 5: 	Designates the vertical spacing size for an Assessment Page in printed form; default value is 9 pixels. Larger values produce more vertical space between lines on the printed page; smaller values produce less. Assessment layout when viewed on the computer screen is not affected by this setting.
Review  	Used to attach active Review Types setup in the Client Data Product to a Page for database management and reporting purposes. As an example, the Diagnosis Review Page has the Diagnosis Review and the GAF Review attached. *Note: If a Diagnosis Review Page does not have an associated Review Type of Diagnosis Review or GAF Review, the data saved does not have an effect on the most current data when the Assessment is final approved/voided (i.e., "0" records are not updated).*

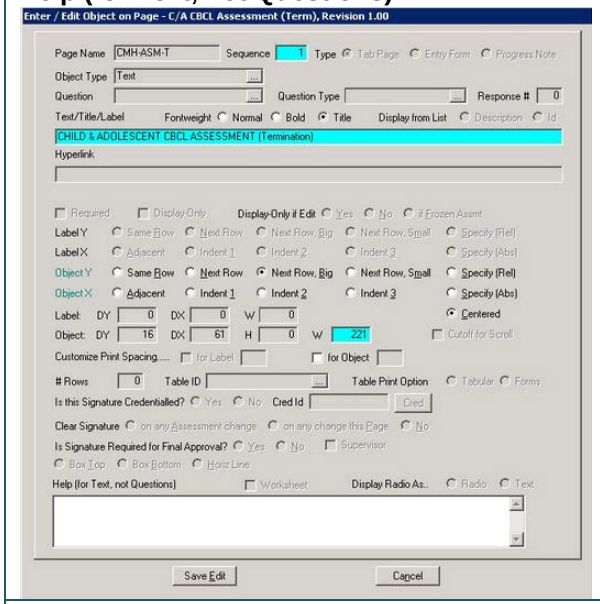
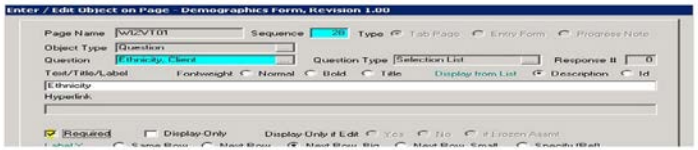
Enter/Edit Object on Page – Control Type

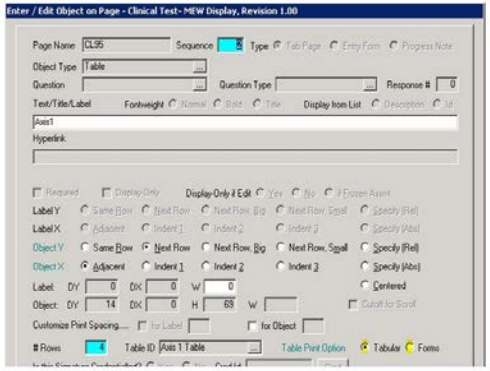
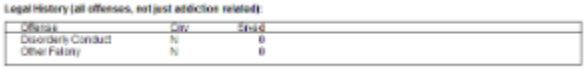
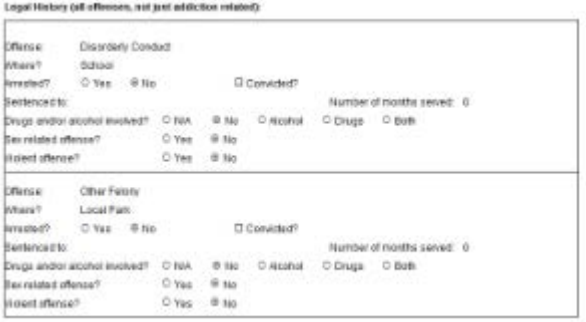
Enter/Edit Object on Page – Control Type	Pertains to	Function
Characters, Non-English and Non-Breaking Space 	Text (T) Object Type	Allows the use of the following non-English language characters in Text (T) Object Types: **Alt Key + / Result** **0160** Non-Breaking Space **0193** Á **0201** É **0205** Í **0211** Ó **0218** Ú **0209** Ñ **0220** Ü **0225** á **0233** é **0237** í **0243** ó **0250** ú **0241** ñ **0252** ü **0167** § Note: Non-breaking space allows a Radio Button Question object without a label to print as placed, without a blank row preceding it.

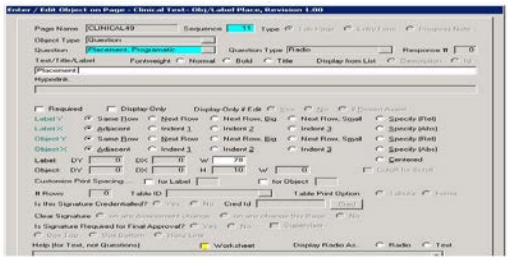
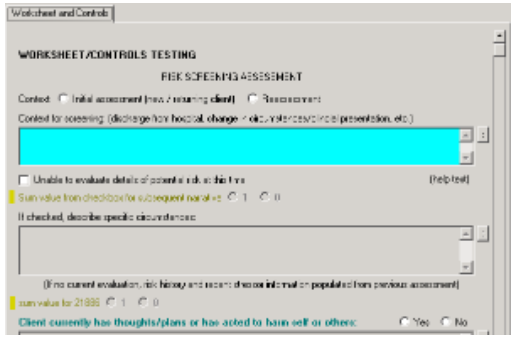
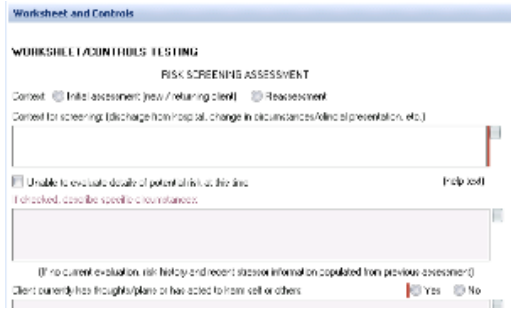
Enter/Edit Object on Page – Control Type	Pertains to	Function
Customize Print Spacing 	For Label: All Object Types except Text (T); All Question Types except Checkbox (K) and those entered without a label For Object: All Object Types except Hyperlink (H); All Question Types	Allows control over the printed placement of the label of an object (i.e., Label) and/or its response (i.e., Object) relative to the printed placement of the previous Label/Object. Larger values produce more vertical space between the Label/Object on the printed page; smaller values produce less. Assessment layout when viewed on the computer screen is not affected by this setting. For example, if the label of a Date Question Type and its response display on the same line on the Page on the screen, setting the 'Customize Print Spacing' as active 'For Object' with a value of '14' prints the label as on the screen but with the response on the line directly below the label. As displayed on the screen: Date- Attach Calendar 10/22/2012 As printed: Date- Attach Calendar 10/22/2012
Cutoff for Scroll 	n/a	Not used in Assessment version 3

Enter/Edit Object on Page – Control Type	Pertains to	Function
Display-Only 	All Question Types	Shadows the Question on the Page such that a response cannot be entered or updated. Frequently used with fields that Auto-Load (e.g., 'Current date' is configured to Auto-Load Today and appear as Display-Only) If a Question Type is set as 'Required' and 'Display Only', required is ignored and it always presents as display only.
Display-Only if Edit 	All Question Types	Shadows a value in a Form Question object such that it cannot be changed once Saved to the MEW array. Only available for use in Forms (e.g., Detail Maintenance panels that present when you click Add, Edit, Delete or Show for a Multiple Entry Window (MEW)); not available for placement on Assessment Pages. 1. Controls the Question object as follows: 'Yes' - Shadows field once user has clicked 'Save and Close' to load record into MEW display. Re-opening record for Edit does not allow further modification. 2. 'No' - Same as blank; no controls. 3. 'if Frozen Assmt' (Assessment) - Obsolete setting; not used in AS3. Note: This setting is best utilized for a Question object that is a Basis Question within a MEW (i.e., required for construction). It promotes data integrity by 'locking in a value' such that the entire MEW entry must be Ended (by entering an End Date) or Deleted rather than the foundational field modified. For example, when 'Diag: Diagnosis' is set to 'Display-Only if Edit' in a Diagnosis MEW and a diagnosis is entered with all relevant details, the user cannot simply switch the entry to a different diagnosis, thus altering data used for billing or reporting purposes.

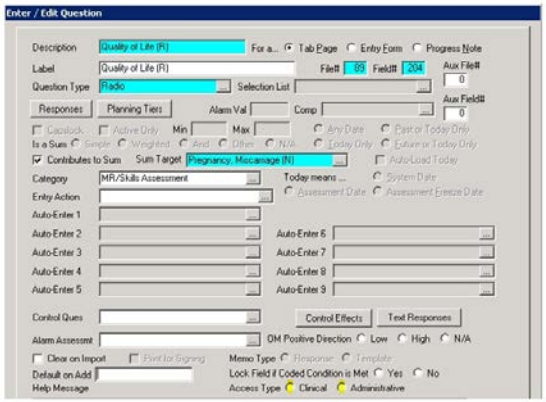
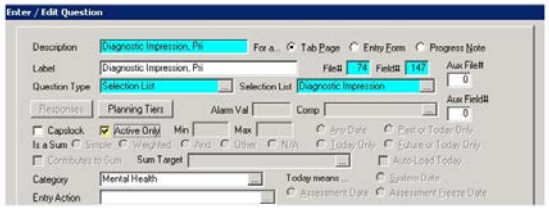
Enter/Edit Object on Page – Control Type	Pertains to	Function
Display Radio As… 	n/a	Not used in Assessment version 3

Enter/Edit Object on Page – Control Type	Pertains to	Function
Help (for Text, not Questions) 	Text (T) Object Type	Text entered is accessible via a Help Text graphic that presents adjacent to the Text on the Page to provide on-line support to Clinicians.
Required 	All Question Types except Checkbox (K) and Checklist (C)	Ensures Question object creates a record by preventing final approval of the Assessment if the field is blank. Required Questions are indicated on the Page by a thin red bar alongside the response. Generates an error message if Staff attempts to final approve without addressing Required Question(s). Frequently used with Questions necessary for State Reporting or Billing. Can be used in conjunction with Clear on Import to ensure Question is answered on each Assessment. If a Question Type is set as 'Required' and 'Display Only', required is ignored and it always presents as display only.

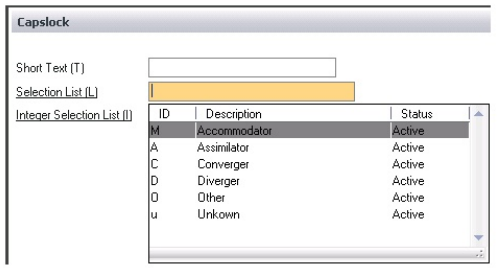
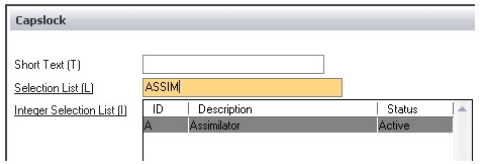
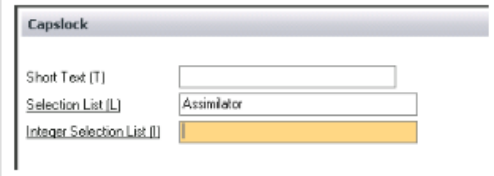
Enter/Edit Object on Page – Control Type	Pertains to	Function
Table Print Option 	All MEWs	'Tabular' prints MEW contents as they appear in the MEW List on the Page (i.e., rows of records).  'Forms' prints MEW contents as they appear in the MEW Detail Maintenance Panel.  The 'Forms' setting ensures that all fields/responses included in a MEW appear on the printed page. Due to limitations in the number of columns that can be displayed on a Page, 'Tabular' printing may not reflect all content present.

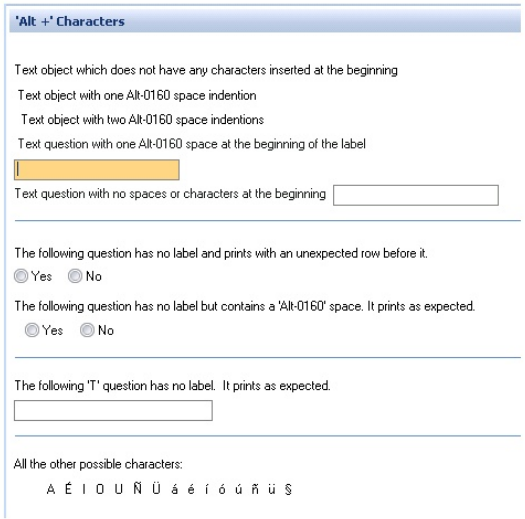
Enter/Edit Object on Page – Control Type	Pertains to	Function
Worksheet  **WYSIWYG View**  **Assessment View** 	Numeric (N),Radio Button (R)	Allows a Question object to be used for calculations (when set as 'Is a Sum') and/or to control other Question objects without displaying on the Page. Worksheet Questions are displayed in WYSIWYG in a greenish color but are not visible on the Assessment Page. Responses cannot be entered directly into Worksheet Questions.

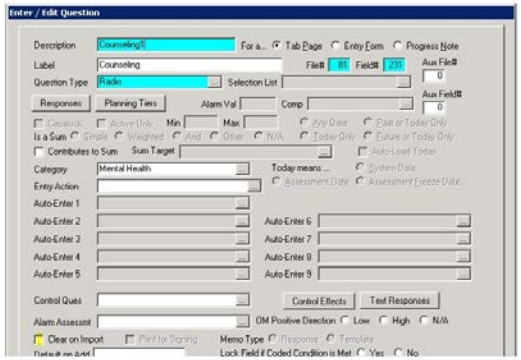
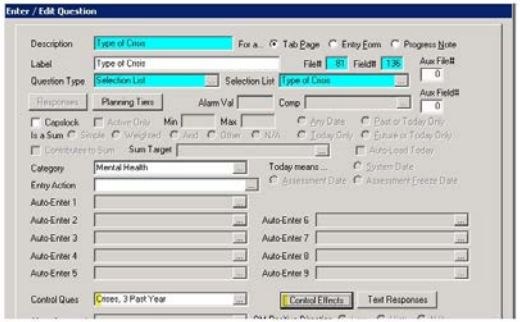
Enter/Edit Question – Control Type

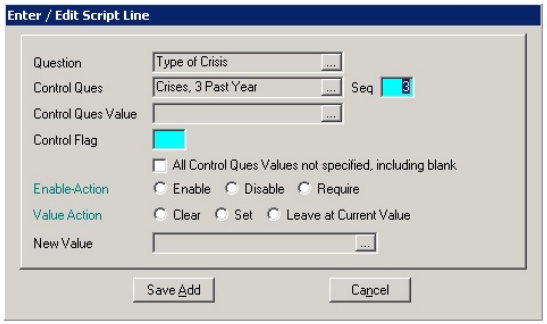
Enter/Edit Question – Control Types	Pertains to	Function
Access Type 	All Question Types	Controls which Staff can access these Question types and final approve the Assessment (provided no other controls which impact access/final approval are active); functions in combination with Staff's 'Access to Assessment Product' setting in Staff Maintenance View, Clinical Product Access (4) Tab Page: • Administrative Access - Staff can neither access Clinical Questions nor final approve Assessments/Treatment Plans with Clinical Questions. • Clinical Access - Staff can access Clinical Questions and final approve Assessments/Treatment Plans with Clinical Questions. • Transcription Access - Staff can access Clinical Questions, but cannot final approve. Blank (no response) setting for Access Type functions as 'Administrative.'
Active Only 		Not used in Assessment version 3

Enter/Edit Question – Control Types	Pertains to	Function
Alarm Assessment 		*(Being reviewed for use in Assessment version 3)*
Alarm Value 		*(Being reviewed for use in Assessment version 3)*
Auto-Load Today 	Date (D)	Determines the date that automatically loads into that Date (D) field when an Assessment is added (occurs when the 'Auto-Load Today' field is active). 1. System Date – Today's date as defined by the system server's Date 2. Assessment Date – Date of the Assessment as entered in the 'Date' field in the Assessment Maintenance Panel 3. Assessment Freeze Date – System Date at the time the user clicks Final Approve to freeze the Assessment; initially auto-loads as current System Date on the assumption that the Assessment will be locked the same day it is added An Auto-Loaded Date can be updated unless the Question is set to 'Display-Only' on the Assessment Page in WYSIWYG, subject to the first Date control setting.

Enter/Edit Question – Control Types	Pertains to	Function
Capslock **Selection List (L) response options**  **Entry with active Capslock setting (Caps Lock setting on keyboard inactive)**  **Display following object Lock**  	Short Text (T), Selection List (L), Integer Selection List (I)	Forces display to all capital letters, numbers and special characters, regardless of keyboard Caps Lock status. For Selection List (L) and Integer Section List (I) Question object types, user-defined Data for Category Description content is respected upon response lock (i.e., Tab or Enter key is pressed or user clicks on another field). Example: Capslock active for Selection List (L) Question object type: (Screenshot at left) 1. User-defined response options in the associated table contain both capital and lowercase IDs; Descriptions have first letter capitalized. 2. Entry into Capslock controlled field displays in all capital letters, whether keyboard Caps Lock key is active or inactive. 3. Once response is locked response displays Description from the table.

Enter/Edit Question – Control Types	Pertains to	Function
Characters, Non-English and Non-Breaking Space  	Labels for All Question Types	Allows the use of the following non-English language characters in Text (T) Object Types **Alt Key + / Result** **0160** Non-Breaking Space **0193** Á **0201** É **0205** Í **0211** Ó **0218** Ú **0209** Ñ **0220** Ü **0225** á **0233** é **0237** í **0243** ó **0250** ú **0241** ñ **0252** ü **0167** § Note: Non-breaking space allows a Radio Button Question object without a label to print as placed, without a blank row preceding it.

Enter/Edit Question – Control Types	Pertains to	Function
Clear on Import 	All Question Types except Form (“F”) Questions (which most often appear solely on Table (L) (Multiple Entry Windows/ MEWs))	Clears zero (0) record values on initial Assessment save (at time the Assessment is Added), displaying a blank field for entry and creating a new record for that Question object that contains no initial saved value.
Control Question/Control Effects **Control Question:** 	All Question Types except Extended Narrative (E) and Checklist (C)	Allows Questions to be activated or shadowed secondary to responses to other Questions, streamlining the process of entering information and ensuring critical fields are addressed. Under Control Effects, two settings are configured for the controlled Question for each selected response value of the controlling Question: 1. Enable, Disable, Require 2. Clear, Set, Leave at Current Value Only Radio Button (R) and Checkbox (K) Question object types may have values Set by a Control Effect; Question objects with Set values are always shadowed and do not allow direct entry. The Clear control removes saved or entered values and so should only be used for setting a Question to Disable and Clear. 'All Control Ques Values not specified, including blank' allows for a blanket setting to cover all possible responses not specified.

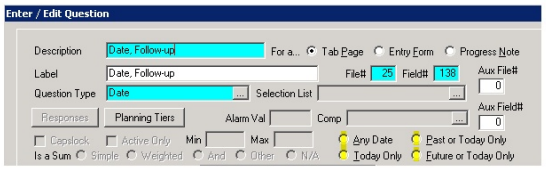
<table>
<tr><th>Enter/Edit Question – Control Types</th><th>Pertains to</th><th>Function</th></tr>
<tr><td>Control effects:
 
</td><td></td><td>The following Question object types may be used as Control Questions:

<table>
<tr><th>Question Object Type</th><th>Basis of Control</th><th>Active Setting (Field)</th></tr>
<tr><td>Checkbox</td><td>Checked vs. Not checked</td><td>Control Question value</td></tr>
<tr><td>Radio Button</td><td>Response codes</td><td>Control Question value</td></tr>
<tr><td>Date</td><td>Blank vs. Not blank</td><td>Control Question value</td></tr>
<tr><td>Selection List</td><td>Control flag</td><td>Control flag</td></tr>
<tr><td>Integer Selection List</td><td>Control flag</td><td>Control flag</td></tr>
<tr><td>Multiple Selection List</td><td>Blank vs. Not blank</td><td>Control Question value</td></tr>
<tr><td>Numeric</td><td>Blank vs. Not blank</td><td>Control Question value</td></tr>
</table>

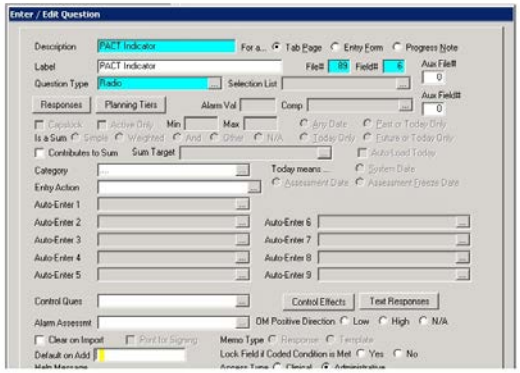
A Question object set as a Control Question may control one or many Questions.

A controlled Question may also be set to control other Questions, creating a cascading sequence of controlled objects.

Control Question settings can be used in conjunction with other controls such as Clear on Import or Default on Add.

Existing Control Effects must all be removed (Deleted) prior to deleting a Control Question setting to prevent broken records.</td></tr>
<tr><td>Date
 
</td><td>Date (D)</td><td>Controls the date or dates allowable for entry into that Date (D) field (where 'Today' represents the system server's Date)

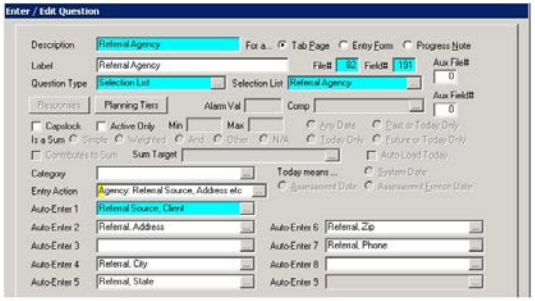
1. <Undefined> (no response), which allows for Any Date
2. Any Date
3. Past or Today Only
4. Today Only
5. Future or Today Only</td></tr>
</table>

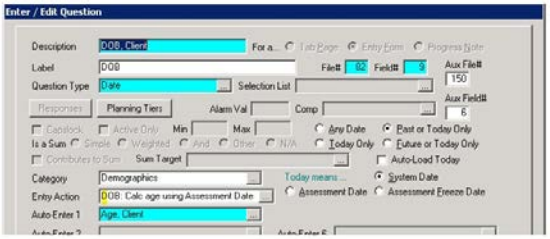
Enter/Edit Question – Control Types	Pertains to	Function
Default on Add 	All Question Types except: Extended Narrative (E) and Date (D)	Specifies the default value(s) to be auto-loaded into a question object on Add of any Assessment containing that question. The 'Default on Add' value displays each time the question is encountered in an added Assessment. This default value can be updated and saved (final approved) for that particular Assessment record; however, subsequent Assessments containing that question again open with the specified default value rather than the final approved/zero record value. Based on hard-coding, 'Admission Status' (Question 981- 82_21/150_21) is an exception, loading the 'Default on Add' value unless the zero record contains an 'advanced' value. Once the saved value is greater than the 'Default on Add' value, new Assessments load the zero record and prevent the status from being changed to a lower value. (E.g., Default on Add is set to 'R- Registered.' A previous final approved Assessment updated it to 'A- Admitted.' Any subsequent Assessment containing this question will populate with 'A- Admitted'. An attempt to change the response to 'P- Pre-Registered' or 'R- Registered' presents an error message.) Formats of 'Default on Add' responses for the various Question object types are as follows:

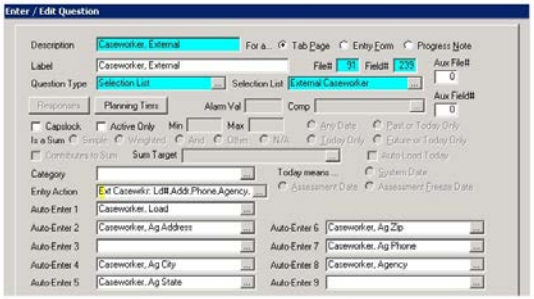
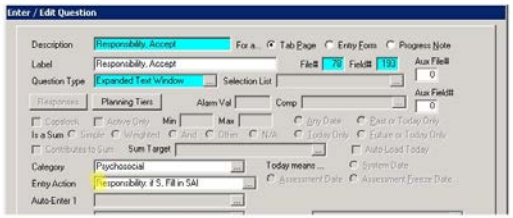
<table>
<tr><th>Enter/Edit Question – Control Types</th><th>Pertains to</th><th>Function</th></tr>
<tr><td>Default on Add (cont'd)</td><td></td><td>
<table>
<tr><th>Question Object Type</th><th>Response Format</th><th>Examples</th></tr>
<tr><td>Text (T)</td><td>Simple text, with no punctuation</td><td>Unknown or Enter comment here</td></tr>
<tr><td>Selection List (L)</td><td>Response ID</td><td>M or U</td></tr>
<tr><td>Integer Selection List (I)</td><td>Response ID</td><td>5 or 12</td></tr>
<tr><td>Multiple Selection List (M)</td><td>Response IDs separated by commas, no spaces (responses display in the order entered)</td><td>A,R,D or 3,2,9,6</td></tr>
<tr><td>Checkbox (K)</td><td>Y for checked; N for unchecked</td><td>Y or blank</td></tr>
<tr><td>Checklist (C)</td><td>Y and N for each separate checkbox on the list</td><td>YYNYNNNY</td></tr>
<tr><td>Numeric (N)</td><td>Whole integer</td><td>38 or 214</td></tr>
<tr><td>Radio Button (R)</td><td>Response Code</td><td>4 or L</td></tr>
<tr><td>Date (D)</td><td>Date format, for a specific value

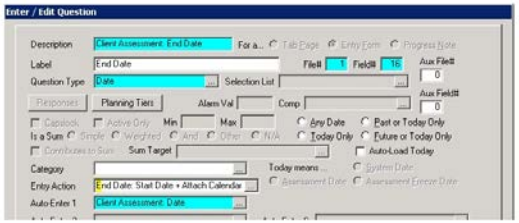
'Auto-Load Today' setting (see section above), for a relative or changing value</td><td>03/15/1974</td></tr>
</table>

Note: Extended Narrative (E) question objects are not subject to Default on Add settings.
</td></tr>
</table>

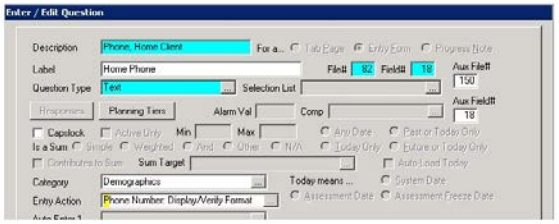
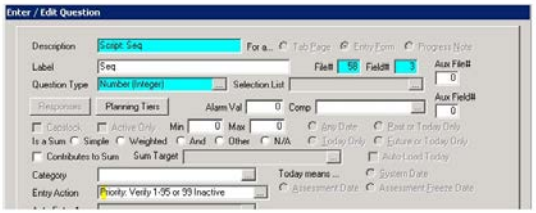
Enter/Edit Question – Control Types	Pertains to	Function
Entry Actions:		
• **AGE – Age (flag for testing)** 		Not used in Assessment version 3
• **AGENCY – Agency; Referral Source, Address, etc.** 	Selection List (L)	Allows fields 'Referral Source, Client,' 'Referral, Address,' 'Referral, City,' 'Referral, State,' 'Referral, Zip,' and 'Referral, Phone' to be auto-loaded upon entry of a valid Agency. Selection List (L) 'Referral Agency' Question must point to the Other Facilities Table (AZ243ET) using the 'Referral Agency' (othfac_lk) Selection List. Auto-Enter fields must be placed on the Page in order of 'Referral Source, Client,' 'Referral, Address,' 'Referral, City,' 'Referral, State,' 'Referral, Zip,' and 'Referral, Phone' to load correctly. However, they do not have to be placed next to each other and can be on different Pages within the same Assessment.

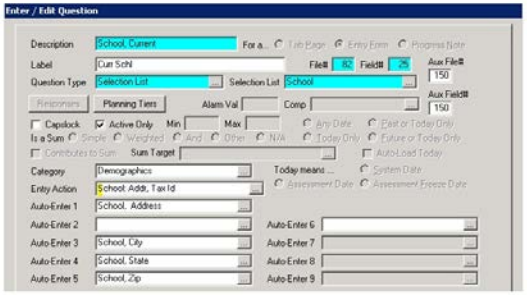
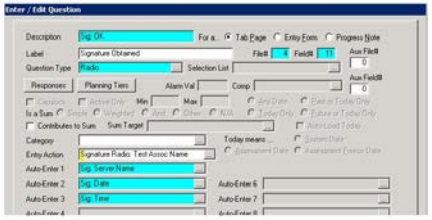
Enter/Edit Question – Control Types	Pertains to	Function
• **DATE – Date: Attach Calendar** 	Date (D), Short Text (T)	Displays Question object response in MM/DD/CCYY format. Includes access to Calendar object for selection of a Date.* *Date (D) Question Types are formatted as MM/DD/CCYY and include access to the Calendar object regardless if the WYSIWYG Control Entry Action 'DATE' is entered or not.
• **DOB – DOB: Calc age using Assessment Date** 	Date (D), Short Text (T)	Allows for the calculation of the Client's Age based on the Client's Date of Birth and the Date of the Assessment. Example: • Assessment Date is 9/5/2012 • Client's DOB is 9/16/1999 • Age is calculated as 12 'DOB, Client' Question used must be a Date (D) or Short Text (T) Question Type The 'Age' field is hard-coded as display-only when on the Page with DOB to disallow direct entry and ensure the system-calculated age is saved. 'Age, Client' Question entered in the 'Auto-Enter 1' field must be a Numeric (N) Question Type Questions must appear on the same Assessment Page for calculations to perform correctly.

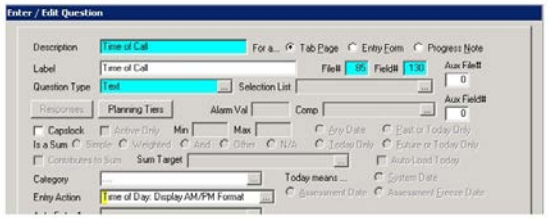
Enter/Edit Question – Control Types	Pertains to	Function
• **EXTCW – Ext Casewrkr; Ld#,Addr,Phone,Agency,Dist** 	Selection List (L)	Allows fields 'Caseworker, Load,' 'Caseworker, Ag Address,' 'Caseworker, Ag City,' 'Caseworker, Ag State,' 'Caseworker, Ag Zip,' 'Caseworker, Ag Phone' and 'Caseworker, Agency' to be auto-loaded upon entry of a valid Caseworker. Selection List (L) 'Caseworker, External' Question must point to the External Caseworkers Table (AZ243EP) using the 'External Caseworker' (extCw_lk) Selection List. Auto-Enter fields must be placed on the Page in order of 'Caseworker Load,' 'Caseworker, Ag Address,' 'Caseworker, Ag City,' 'Caseworker, Ag State,' 'Caseworker, Ag Zip,' 'Caseworker, Ag Phone' and 'Caseworker, Agency' to load correctly. However, they do not have to be placed next to each other and can be on different Pages within the same Assessment.
• **INTRES – Responsibility; if S, Fill in SAI** 		Not used in Assessment Version 3

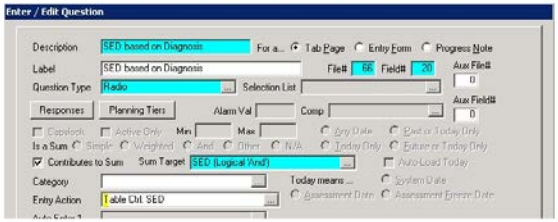
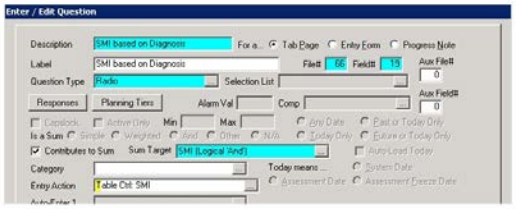
Enter/Edit Question – Control Types	Pertains to	Function
• **LATER – End Date: Start Date + Attach Calendar** 	Date (D), Short Text (T)	Allows one date field to control entry in another date field (e.g., the 'End Date' can only be after the 'Begin Date' (the Question entered in the 'Auto-Enter 1' field)). Displays Question object response in MM/DD/CCYY format. Includes access to Calendar object for selection of a Date. Error message presents on exit of response field and returns focus to response field for correction before save in the following circumstances: • 'Begin Date' (i.e., the Question entered in the 'Auto-Enter 1' field) is blank and a date is entered in the 'End Date' field. • Date entered in the 'End Date' field is before or the same as the date entered in 'Begin Date' field (i.e., the Question entered in the 'Auto-Enter 1' field). Auto-Enter field loads correctly regardless of placement of related Question objects on the Assessment Page or across Pages within the same Assessment.

Enter/Edit Question – Control Types	Pertains to	Function
• **LATER& – End Date: LATER or on Same Day** 	Date (D), Short Text (T)	Allows one date field to control entry in another date field (e.g., the 'End Date' can only be the same as or after the 'Begin Date' (the Question entered in the 'Auto-Enter 1' field)). Displays Question object response in MM/DD/CCYY format. Includes access to Calendar object for selection of a Date. Error message presents on exit of response field and returns focus to response field for correction before save in the following circumstances: • 'Begin Date' (i.e., the Question entered in the 'Auto-Enter 1' field) is blank and a date is entered in the 'End Date' field. • Date entered in the 'End Date' field is before the date entered in 'Begin Date' field (i.e., the Question entered in the 'Auto-Enter 1' field). Auto-Enter field loads correctly regardless of placement of related Question objects on the Assessment Page or across Pages within the same Assessment.
• **MED – Medication: Fill in Med Type Field**		Not used in Assessment version 3
• **NUM – Number (0-78 for Control Effect)** 		Not used in Assessment version 3

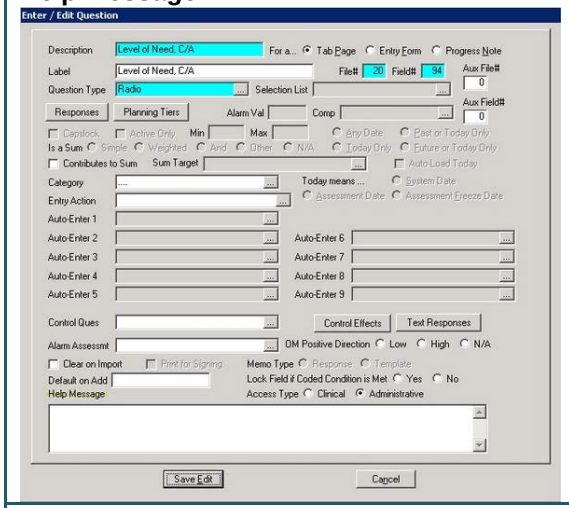
Enter/Edit Question – Control Types	Pertains to	Function
• **PHONE – Phone Number: Display/Verify Format** 	Short Text (T)	Displays Question object response in ### ###-#### (with area code) or ###-##### (without area code) format. Allows entry of any combination of numbers, spaces and hyphens, as long as the final entry contains 7 or 10 numbers (e.g., 55 - 5 -555 55 - 55 saves and displays as 555 555-5555) Allows entry of 'NONE' if no response; field updates and saves 'None' or 'none' as Capslock 'NONE.' Error message presents and returns focus to response field for correction before save in the following circumstances: • Entry contains any other characters or symbols (e.g., 555.555.5555 or 555-555*5g55) • There are fewer or more numbers than 7 or 10 (e.g., 555-55-5555 or 555-55555)
• **PRIO99 – Priority: Verify 1-95 or 99 Inactive** 	Numeric (N), Short Text (T)	Allows entry of any number 1-95 or 99 (for Inactive). Error message presents on exit of response field and returns focus to response field for correction in the following circumstances: • Entry is a negative number, 0, 96, 97, or 98 Within MEWs: • Records display according to Priority value, with Inactive (Priority 99) items appearing at the bottom. • Entry of a Priority value already in use presents a 'Priority already exists' message and allows user to 'Insert and reorder' or exit and return focus to entry screen.

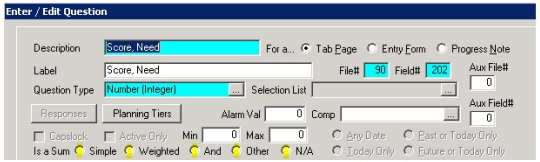
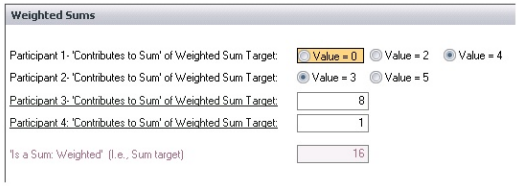
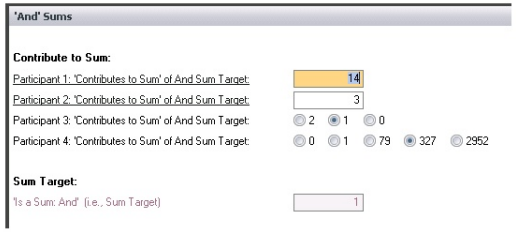
Enter/Edit Question – Control Types	Pertains to	Function
• **SCHOOL – School: Addr, Tax Id** 	Selection List (L)	Allows 'School, Address', Address 2*, 'School, City', 'School, State', 'School, ZIP', and Tax ID* fields to be auto-loaded upon entry of a valid School. • If 'Address 2' is desired for display, any Text (T) Question object can be saved as Auto-Enter 2 and placed on the Page. • If 'Tax ID' is desired for display, any Text (T) Question object can be saved as Auto-Enter 6 and placed on the Page. Selection List (L) 'School, Current' Question must point to the Schools Table (AZ243EBH) using the 'School' (school_lk) Selection List. Auto-Enter fields load correctly regardless of placement of related Question objects on the Assessment Page or across Pages within the same Assessment.
• **SETMAX – Set Another's Max Value** 		Not used in Assessment version 3
• **SIG – Signature Radio: Test Assoc Name** 		Not used in Assessment version 3

Enter/Edit Question – Control Types	Pertains to	Function
• **SSN – Social Security #: Verify Format** 	Short Text (T)	Displays in 111-22-3333 format. SSN may be entered as: • Without dashes (e.g. 111223333) • With dashes in the wrong position (e.g., 11-122-3333) Invalid SSN entry: • Number of digits such as less than 9 digits or more than 11 (e.g. 111-22-333 or 111-22-33335) • Alpha character(s) other than '-' (e.g. L11-X2-3333)
• **TIME – Time of Day: Display AM/PM Format** 	Short Text (T)	Displays in H:MM or HH:MM AM/PM time format. (e.g., 3:15 PM or 11:30 AM) Hours default to AM or PM according to 'Business Hours (Start)' time in Center Setup (1). Time may be entered as: • Military time, with or without a colon or decimal point (e.g., 1759, 17:59, 17.59 = 5:59 PM) • Hours and minutes, followed by 'a' or 'p' or times that do not default according to desired value (e.g., 635a = 6:35 AM, 820p = 8:20 PM) Time entered with invalid: • Minute value retains hour and converts minutes to '59' (e.g., 2087 = 08:59 PM, 0964 = 09:59 AM) • Hour value converts hour to '12 AM' and retains minutes (e.g., 3427 = 12:27 AM) • Hour and minute values coverts hour to '12 AM' and minutes to '59' (e.g., 6391 = 12:59 AM)

Enter/Edit Question – Control Types	Pertains to	Function
• **TQSED – Table Ctrl: SED** 	Radio Button (R)	*(Being reviewed for use in Assessment version 3)*
• **TQSMI – Table Ctrl: SMI** 	Radio Button (R)	*(Being reviewed for use in Assessment version 3)*

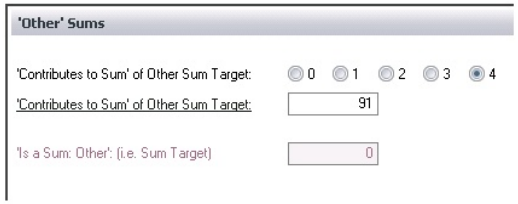
Enter/Edit Question – Control Types	Pertains to	Function
• **UNIT – Unit: Clear Assoc Subunit if Not OK** 	Selection List (L)	Allows entry of 'Subunit'(s) associated with valid 'Unit' in a preceding field. Selection List (L) or Multiple Selection List (M) Subunit(s) Question must point to Subunits Table (AZ137EA) using the 'Subunit' (sunit_lk) Selection List. 'Unit' Integer Selection List (I) Question must precede Subunit(s) Question on the Page and point to the Units Table (AZ136EA) using the 'Unit' (unit_lk) Selection List. Each 'Subunit(s)' Question is controlled by the 'Unit' Question that precedes it on the Page, meaning: 1- Multiple 'Subunit' Questions with different files/fields may be controlled by a single 'Unit' Question on the Page (e.g., 'Primary Unit' may control 'All Subunits open during treatment episode' as well as 'Subunits closed at discharge' Questions) 2- There may be multiple pairs of 'Unit'/'Subunit(s)' Questions on the Page (e.g., 'Primary Unit and Primary Subunit at start of treatment episode' and 'Primary Unit and Primary Subunit at discharge' A 'Unit' Question must appear on the Page for controls to work; absence of 'Unit' Question results in 'Subunit(s)' field that has no entry restrictions. For Selection List (L) Questions, empty 'Unit' field results in shadowed 'Subunit(s)' field that does not allow direct entry. For Multiple Selection List (M) Questions, attempted entry without a valid 'Unit' present results in a 'Please select a Unit before selecting a SubUnit' message.

Enter/Edit Question – Control Types	Pertains to	Function
• **ZIP – Zip Code: Fill in City & State** 	Selection List (L)	Allows 'City' (required), 'State' (required) and 'County' (optional) fields to be auto-loaded upon entry of a valid ZIP Code. Selection List (L) ZIP Code Question must point to the ZIP Codes Table (AZ243EBL) using the 'ZIP Code' (zip_lk) or 'ZIP Code Plus 4' (zip4_lk) Selection List. Entry of a ZIP Code not contained in the 'ZIP Codes Table' does not auto-load related fields. These fields always accept direct City and State entry. The system does not alert to inaccurate manual entry of City or State (to a non-corresponding ZIP Code); however, subsequent tabbing out of the ZIP Code field rechecks the data and updates City and State if the ZIP Code is found. Auto-Enter fields load correctly regardless of placement of related Question objects on the Assessment Page or across Pages within the same Assessment.
Help Message 	All Question Types	Text entered is accessible as follows to provide on-line support to Clinicians: • Clicking or hovering over the Help Text graphic (not applicable to Checklists (C) or Radio Buttons (R) without labels) • Hitting the F1 key on the keyboard while focus is in a response field • Right-clicking in a response field and selecting 'Help Text' (or Hot Key 'H') (not applicable to Checklists (C) or Checkboxes (K))

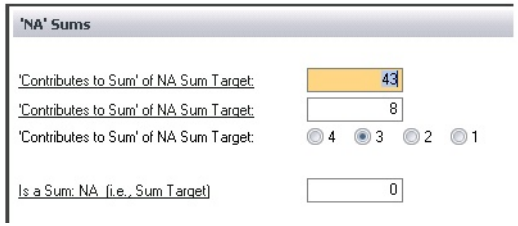
Enter/Edit Question – Control Types	Pertains to	Function
Is a Sum  **'Is a Sum: Simple' (Functional)** **'Is a Sum: Weighted' (Functional)**  **'Is a Sum: And' (Functional)**  	Numeric (N)	Allows other Numeric (N) or Radio Button (R) Questions to contribute to the Numeric (N) Question object's value. Sum Question objects display shaded on Assessments with no direct entry. The field value is calculated dynamically as responses are entered into each Question that is set to 'Contributes to Sum.' Sum Questions can appear above, between or after the set of Questions that contributes to the sum. They may also appear on a different Page within the same Assessment. A Question can be set to function as both 'Is a Sum' and 'Contributes to Sum.' There are five types of 'Is a Sum' Questions: 1. Is a Sum: Simple: • A Simple sum is the target for two or more Questions whose values contribute to that sum equally. • The values of these contributing Questions are added, and the Sum target displays and saves the total value. 2. Is a Sum: Weighted: • A Weighted sum calculates value relative to the number of Participants (total Questions set to 'Contribute to Sum' of that target) and the number of Contributors (Participants that contain a response value). • Numeric (N) objects are always Contributors to Weighted sum targets for which they are Participants, as they contain a default value of zero (0). • Radio Button (R) objects are Contributors to Weighted sum targets for which they are Participants only if a response is selected (the object is not null). • A Radio Button (R) object response that does not contain a 'Value for Sum' as set up in the Enter/Edit Response view in WYSIWYG defaults to a zero (0) value when it 'Contributes to Sum.'

Enter/Edit Question – Control Types	Pertains to	Function

'Is a Sum: Other' (Obsolete)


'Other' Sums
'Contributes to Sum' of Other Sum Target:
0 1 2 3 4
'Contributes to Sum' of Other Sum Target:
91
'Is a Sum: Other': (i.e. Sum Target)
0

'Is a Sum: NA' (Does nothing)


'NA' Sums
'Contributes to Sum' of NA Sum Target:
43
'Contributes to Sum' of NA Sum Target:
8
'Contributes to Sum' of NA Sum Target:
4 3 2 1
Is a Sum: NA (i.e., Sum Target)
0

- Rounding up or down to the next integer occurs when the Weighted sum value contains a decimal. The rounded value is displayed on the Assessment Page and saved in the associated File/Field.
- The calculation for a Weighted sum is as follows: nParticipantsSum / iContributors * iParticipants = Weighted Sum
    - The simple Sum of responses is divided by the number of Contributors (Participants that contain a response value) to provide the average value of each Contributor. This averaged value is then applied to each Participant (total Questions set to 'Contribute to Sum' of that target), resulting in the Weighted Sum.

Weighted Sum examples (Screenshot at left): Four Question objects-- two R and two N-- are set up as 'Contributes to Sum' of a Weighted sum target.

Responses (R, R, N, N)	nParticipants/ Sum /	iContributors *	iParticipants =	Weighted Sum (Rounded)
4, 3, 8, 1	16	4	4	16
0, 3, 8, 1	12	4	4	12
Null, 3, 8, 1	12	3	4	16
Null, Null, 8, 1	9	2	4	18
0, Null, 8, 0	8	3	4	11
Null, Null, 0, 0	0	2	4	0

3. Is a Sum: And:

- An And sum calculates value based on whether each Participant (Question set to 'Contribute to Sum' of that target) contains a response that is or is not equal to zero (0) and returns a 0 or 1 value accordingly.
- 0 and 1 are the only possible responses for a Question set as 'Is a Sum: And':

<table>
<tr><th>Enter/Edit Question – Control Types</th><th>Pertains to</th><th>Function</th></tr>
<tr><td></td><td></td><td>

o If the response for one or more Participants = 0, the sum = 0.
o If the responses for ALL Participants do not = 0, the sum = 1.

Numeric (N) objects always contain a default value of zero (0).
A Radio Button (R) object response that does not contain a 'Value for Sum' as set up in the Enter/Edit Response view in WYSIWYG defaults to a zero (0) value when it 'Contributes to Sum.'

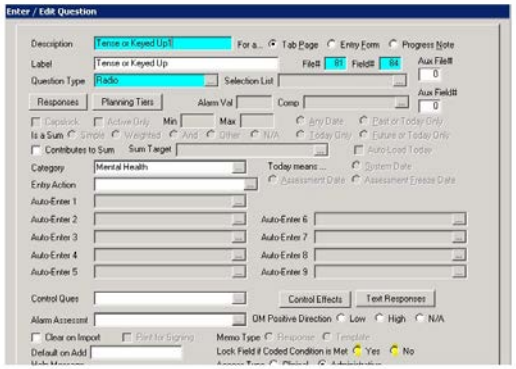
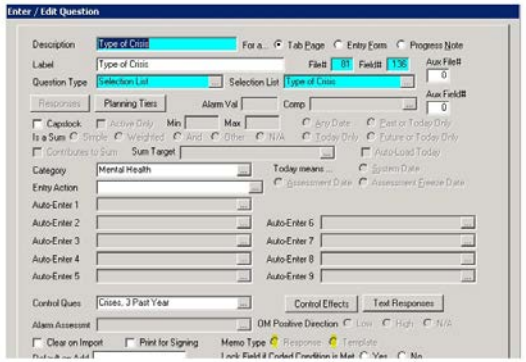
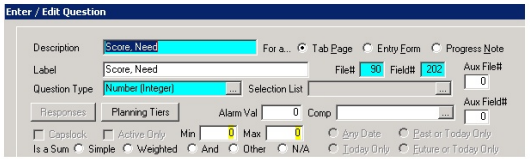
And' Sum examples: (Screenshot at left): Four Question objects-- two N and two R-- are set up as 'Contributes to Sum' of And sum target.
<table>
<tr><th>Responses (N, N, R, R)</th><th>And Sum</th></tr>
<tr><td>0, 0, 0, 0</td><td>0</td></tr>
<tr><td>0, 0, 0, 10</td><td>0</td></tr>
<tr><td>0, 53, 1, 30</td><td>0</td></tr>
<tr><td>1, 1, 1, 1</td><td>1</td></tr>
<tr><td>14, 3, 1, 327</td><td>1</td></tr>
</table>
4. Is a Sum: Other:

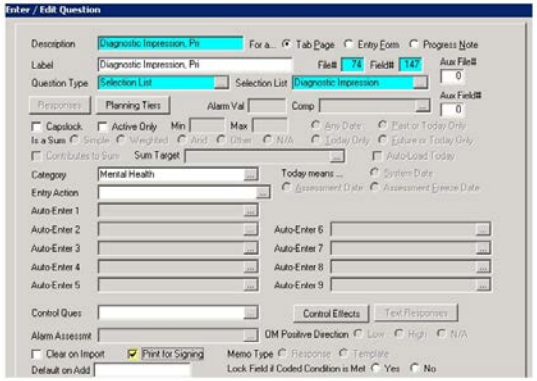
Obsolete setting developed for a specific data set. It does not contain any summing functionality at this time and should not be used. (Note: A Question object set to 'Is a Sum: Other' will display shaded with no direct entry like other sum Questions, but no calculations occur.)

5. Is a Sum: NA:

A NA sum does not calculate value; its selection is equivalent to no response in the 'Is a Sum' setup field.

</td></tr>
</table>

Enter/Edit Question – Control Types	Pertains to	Function
Lock Field if Coded Condition is Met 		Not used in Assessment version 3
Memo Type 		Not used in Assessment version 3
Min/Max 	Numeric (N)	Constrains entry into a Numeric (N) field to valid responses. Entry of an invalid response results in an error message, after which focus returns to the Numeric (N) Question for entry of a valid response. Tabbing through a Question with Min/Max controls results in an error message when zero (0) is not within the allowable values, as all Numeric (N) Questions have a default value of zero (0).

Enter/Edit Question – Control Types	Pertains to	Function
OM Positive Direction 		Not used in Assessment version 3
Print for Signing 		Not used in Assessment version 3

Troubleshooting Incorrect Setup of Questions

Overview

The following three Question Object Types may be configured in WYSIWYG in such a way as to cause errors/validations when users attempt to access Assessment Pages (including the Face Sheet) or the Core Client Information Panel (CCI) on which these Questions reside.

- Checklist (C)
- Numeric (N)
- Radio Button (R)

In a system at Assessment v3 (ASv3), two methods are available to locate problematic Questions.

1. Run the Questions In Need of Review Listing (QINORL) (AS001RC).
2. Do the following to see if the Stop message 'Incorrect setup of question(s)' presents:
    a. For each Assessment Type in use, add a new Assessment to a Client.
    b. Add a new Client via the CCI.
    c. For each Face Sheet Page in use, review the Face Sheet Pane header, which will display as 'Face Sheet ..... see Menu for incorrect setup of question(s)'.

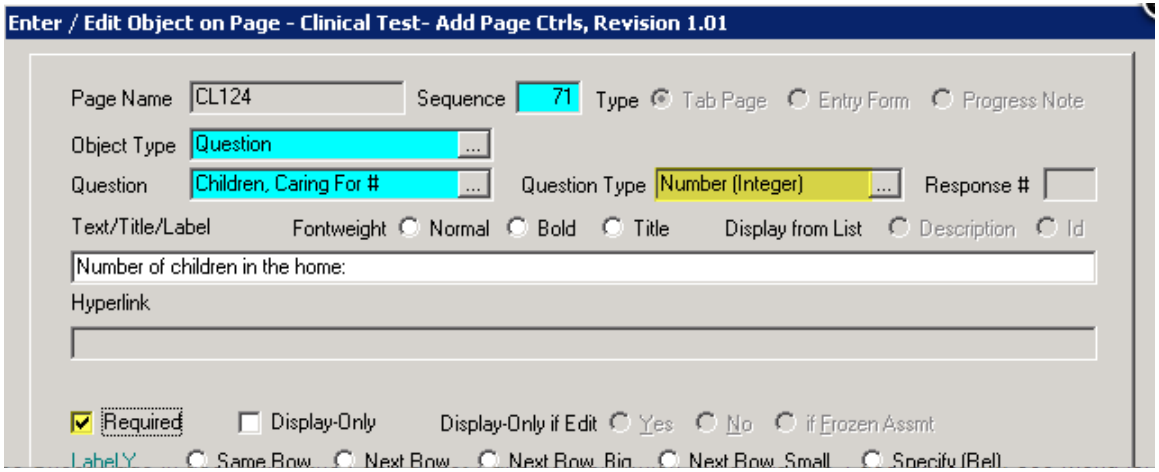
Questions In Need of Review Listing

The Questions in Need of Review Listing (QINORL) (AS001RC) includes two options:

- Examine Pages for Required Numeric Questions.
- Examine Pages for Questions with mismatched Responses.

Required Numeric Questions

Numeric (N) Questions Object Types set as 'Required' in the Enter/Edit Object on Page Dialog in WYSIWYG cannot have a response of '0' within an Assessment.



Refer to the Modifications via WYSIWYG section on page 57 below.

Questions with mismatched Responses

When Responses for a used Checklist (C) or Radio Button (R) Question Type have been modified from original configuration on a Page that has been used in an Assessment, it is possible for the Responses and Page data to become out sync. This results in Stop messages that prevent Save / Final Approval of an Assessment and Save of a CCI in ASv3. In some cases, 'null' also displays / prints in lieu of the Response label. These Questions must b updated via WYSIWYG.

Refer to the Modifications via WYSIWYG section on page 57 below.

Incorrect setup of question(s) Stop message

As noted above, there are scenarios in which Checklist (C) and Radio Button (R) Question Object Type Responses and Page data can be out of sync. Other incorrect setup may exist also, such as:

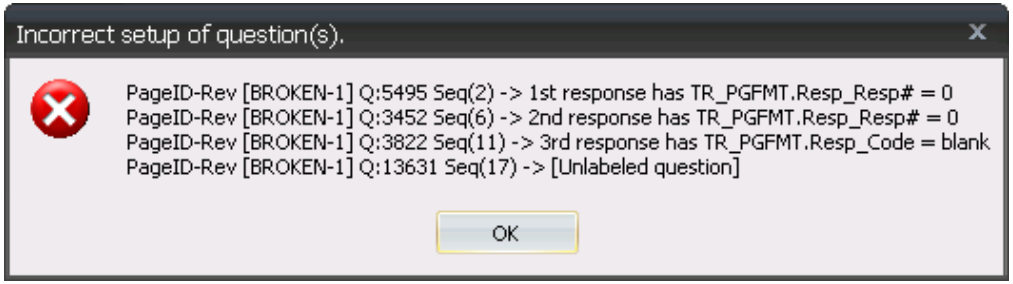
1. Response fields are blank:
   - 'Resp#' field is blank for Checklists or Radio Buttons in the Enter/Edit Response Dialog in WYSIWYG'.
   - 'Code' field is blank for Radio Buttons in the Enter/Edit Response Dialog in WYSIWYG.
2. Question associated with the Checklist or Radio Button Question does not match the Question associated with its Responses.
3. Question is on the Page but it does not have any Responses.
4. Responses are on the Page but they do not have a Question.

If any of the scenarios 1 - 4 above are encountered, the Stop message 'Incorrect setup of question(s).' presents upon accessing the following:

- Assessment Maintenance Panel in Pending, Final Approved, Show, or Voided mode.
- Table (L) (Multiple Entry Window / MEW) on a Page in any mode (i.e., Add New, Edit, Show, Void).
- Core Client Information Panel (CCI) in any mode (i.e., Add, Edit, Show).
- Face Sheet Pane with a Face Sheet Page displayed that includes 'Face Sheet ..... see Menu for incorrect setup of question(s)' in the Pane header.

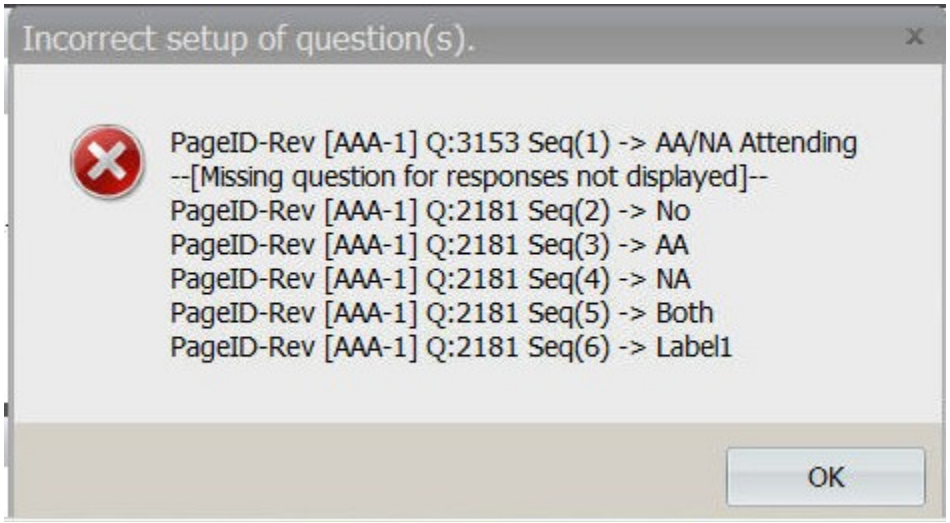
Example Stop messages follow, which include a list of Questions setup incorrectly and the Page each appears on. The message includes the following details for scenarios 1, 2, and 3 above:

- 'Page ID-Rev [<Page ID>-<Page Revision #>]' followed by
- 'Q:' '<Question ID>' followed by
- 'Seq (<Sequence # of the Question on the Page>)' -> followed by
- '<Label of the Question on the Page>)'


Incorrect setup of question(s).
PageID-Rev [BROKEN-1] Q:5495 Seq(2) -> 1st response has TR_PGFMT.Resp_Resp# = 0
PageID-Rev [BROKEN-1] Q:3452 Seq(6) -> 2nd response has TR_PGFMT.Resp_Resp# = 0
PageID-Rev [BROKEN-1] Q:3822 Seq(11) -> 3rd response has TR_PGFMT.Resp_Code = blank
PageID-Rev [BROKEN-1] Q:13631 Seq(17) -> [Unlabeled question]
OK

The message includes the following details for scenario 4 above:

- --[Missing question for responses not displayed]-- followed by
- 'Page ID-Rev [<Page ID>-<Page Revision #>]' followed by
- 'Q: '<Question ID>' followed by
- 'Seq (<Sequence # of the Question on the Page>)' -> followed by
- '<Label of the Response on the Page>)'


Incorrect setup of question(s).
PageID-Rev [AAA-1] Q:3153 Seq(1) -> AA/NA Attending
--[Missing question for responses not displayed]--
PageID-Rev [AAA-1] Q:2181 Seq(2) -> No
PageID-Rev [AAA-1] Q:2181 Seq(3) -> AA
PageID-Rev [AAA-1] Q:2181 Seq(4) -> NA
PageID-Rev [AAA-1] Q:2181 Seq(5) -> Both
PageID-Rev [AAA-1] Q:2181 Seq(6) -> Label1
OK

Steps to take when the Stop message presents

The recommended steps to take upon receiving the Stop message are listed below.

Accessing the Assessment Maintenance Panel in Pending, Final Approved, Show, or Voided mode
When the 'Incorrect setup of question(s)' message posts, any changes made to the Assessment cannot be saved.
• If accessed in Pending mode (or Showing a Pending Assessment), the Assessment should be deleted, the Page corrected via WYSIWYG, and the Assessment re-entered. • If accessed in Final Approved mode (or Showing a Final Approved Assessment) and the problematic Page is the most current revision of that Page, the Assessment should be Voided. The Page should then be corrected via WYSIWYG, and the Assessment re-entered. • If accessed in Final Approved mode (or Showing a Final Approved Assessment) and the problematic Page is NOT the most current revision of that Page, the Assessment should be exited and a support request submitted to Cerner Anasazi if it is necessary for the Page to be modified. • If accessed in Voided mode, the Assessment should be exited.
Clicking the Perform Validation Check, Save and Close, Save, or Final Approve buttons also present the 'Incorrect setup of question(s)' message.
All Questions and Responses that have a setup issue are shadowed on the Page. • The exception is scenario 3 above, 'Question is on the Page but it does not have any Responses', since there are no Responses to display.
If a Response to a Checklist or Radio Button cannot be found, the word 'null' appears where the response label would otherwise be listed, including on the printed Page.

Accessing a Table (L) (Multiple Entry Window / MEW) on a Page in any mode (i.e., Add New, Edit, Show, Void)
When the 'Incorrect setup of question(s)' message posts, any changes made to the MEW cannot be saved.
• If accessed in a Pending Assessment, and the message presents upon selecting Add New, Edit, or Show, the MEW record(s) should be deleted. The MEW should then be corrected via WYSIWYG, as well as the Page, and the MEW data re-entered in the Assessment. • If accessed in a Final Approved Assessment, and the problematic MEW is in a Page that is the most current revision of that Page, the Assessment should be Voided. The MEW should then be corrected via WYSIWYG, as well as the Page, and the Assessment re-entered. • If accessed in a Final Approved Assessment, and the problematic MEW is in a Page that is NOT the most current revision of that Page, the MEW and the Assessment should be exited and a support request submitted to Cerner Anasazi if it is necessary for the MEW and Page to be modified. • If accessed in a Voided Assessment, the MEW should be exited.
Clicking the Save and Close button also presents the 'Incorrect setup of question(s)' message.
All Questions and Responses that have a setup issue are shadowed in the MEW. • The exception is scenario 3 above, 'Question is on the Page but it does not have any Responses', since there are no Responses to display.
If a Response to a Checklist or Radio Button cannot be found, the word 'null' appears where the response label would otherwise be listed, including on the printed Page.

Accessing the Assessment Maintenance Panel via an Assessment within a Treatment Plan
The details in the 'Accessing the Assessment Maintenance Pane in Pending, Final Approved, Show, or Voided mode' and 'Accessing a Table (L) Multiple Entry Window / MEW) on a Page in any mode' sections above pertain.
Delete the Treatment Plan if it can be deleted. The Page(s) / MEW(s) should then be corrected via WYSIWYG, and the Treatment Plan re-entered.
If the Treatment Plan cannot be deleted, submit a support request to Cerner Anasazi to assist with next steps.

Accessing the Core Client Information Panel (CCI) in any mode (i.e., Add, Edit, Show)
When the 'Incorrect setup of question(s)' message posts, any changes made to the CCI cannot be saved.
On Add of a new Client, or on Edit or Show of an existing Client, the CCI should be exited. The Client Entry Form should then be corrected via WYSIWYG, and the CCI information entered.
All Questions and Responses that have a setup issue are shadowed in the CCI. • The exception is scenario 3 above, 'Question is on the Page but it does not have any Responses', since there are no Responses to display.
If a Response to a Checklist or Radio Button cannot be found, the word 'null' appears where the response label would otherwise be listed.

Accessing the Face Sheet Pane with a Face Sheet Page displayed
A message appears in the Pane header as 'Face Sheet ..... see Menu for incorrect setup of question(s)', and upon selection of the Menu option, the Stop message 'Incorrect setup of question(s)' presents.
The Face Sheet Page should be corrected via WYSIWYG, and after refreshing the Face Sheet Pane, the changes will immediately display to the Face Sheet Page.
If scenario 3 above is encountered, 'Question is on the Page but it does not have any Responses' displays to the Stop message but nothing displays to the Page since there are no Responses to display.
If a Response to a Checklist or Radio Button cannot be found, the word 'null' appears where the response label would otherwise be listed, including on the printed Face Sheet Page.

Modifications via WYSIWYG

It is recommended that System Administrators review each problematic Page and Question to determine if modifications are necessary to make that Page/Question function properly. Some agencies may elect not to update Questions that appear on Pages not used in their systems or that are not part of Active Assessments. This will not cause a problem. However, it should be noted that activating/reactivating an Assessment/Page with a broken Question at a future date will present the same issues at that point in time. To avoid this, some agencies may choose to update all Pages on discovery of the issues.

For current (Active) Page Revisions:

Required Numeric Questions

On initial save, when the Page loads into the Assessment Maintenance Panel, a '0' value is saved in each Numeric field. If any Numeric Question is configured as 'Required,' the system generates an 'Empty Required Field' Validation and prevents Final Approval of the Assessment as long as the field contains a '0' value.

In practice, '0' may or may not be a valid Question response, based on the content and intent of the Question.

- If '0' is not a valid response, (e.g., 'Priority Axis' on the Diagnosis Review), no Question modifications are needed, and the user can enter any other value to fulfill the associated 'Empty Required Field' validation.
- If '0' is a possible valid response (e.g., 'Number of children living in the home'), the Question setup must be modified.

If '0' is a valid Response to the Required Numeric Question, there are three options for Question reconfiguration:

1. Inactivate the 'Required' setting such that a '0' value may be saved.
2. Add a Selection List (L) Question Type set as 'Required' that points to an Assessment Table and contains Numeric values.
3. Precede the Numeric Question with a Required Radio Button Question. Configure Control Effects such that 'Yes' Response will 'Require' / 'Leave at Current Value' and any other Response will 'Disable' / 'Clear' the Numeric Question (which saves a '0' value).

Example:

WYSIWYG steps if the Numeric (N) Question will be removed and replaced with a Selection List (L) Question Type:

1. Create a Page Revision.
2. Note the Sequence of the Numeric Question and Delete that Question from the Page.
3. Add the Selection List Question onto the Page in the same Sequence and set it as 'Required'.
4. Update Question placement settings as necessary.
5. Promote the Revision of the Page.

WYSIWYG steps if the Numeric (N) Question will be preceded with a Radio Button (R) Question:

1. Identify a Radio Button Question and configure Control Effects related to the Numeric Question.
2. Create a Page Revision.
3. Insert the Radio Button Question in front of the Numeric Question.
4. Update Question placement settings as necessary.
5. Promote the Revision of the Page.

Questions with mismatched Responses

When setup issues are encountered for Checklist (C) or Radio Button (R) Question Types:

1. Create a Page Revision.
2. Note the Sequence of the broken Question and Delete that Question from the Page.
3. Add the Question back onto the Page in the same Sequence to display the current Responses. (This updates the Page Format record for that Page Revision.)
4. Update Label and Response placement settings, as necessary.
5. Promote the Revision.

For prior (Inactive) Page Revisions:

For prior Page Revisions containing setup issues for Checklist (C) or Radio Button (R) Question Types, submit a support request to Cerner Anasazi if it is necessary for the Page to be modified.

Avoid modifying Responses for Checklist (C) and Radio Button (R) Question Object Types that have been used on one or more Assessment Pages. Should Response options require changes, following the process below maintains data integrity in current and former Page Revisions, while ensuring continuity for reporting and for use in Client Progress Indicators.

1. Search for a different Question that saves to the same File/Field.
2. Modify the Responses for the newly found Question.
3. Create a Page Revision for each Page on which the Question appears.
4. Remove the existing Question.
5. Add the newly found Question.
6. Promote the Page Revision(s).

Questions In Need of Review Listing

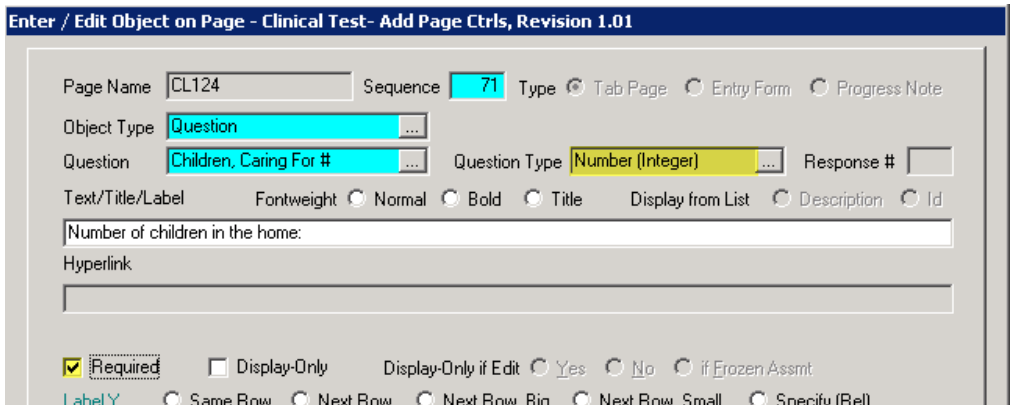
Questions in Need of Review Listing (QINORL) (AS001RC)

The Questions in Need of Review Listing (QINORL) is provided to assist System Administrators in identifying two specific types of problems relative to Questions. The report identifies Questions that are configured in WYSIWYG in such a way as to cause errors/validations when users attempt to access Assessment Pages (including the Face Sheet) or the Core Client Information Panel (CCI) on which these Questions reside.

Two types of issues

Required Numeric Questions

Numeric (N) Questions Object Types set as 'Required' in the Enter/Edit Object on Page Dialog in WYSIWYG cannot have a response of '0' within an Assessment.



On initial save of an Assessment, when the Page loads into the Assessment Maintenance Panel, a '0' value is saved in each Numeric field. If any Numeric Question Object Type is set as 'Required,' an 'Empty Required Field' Validation is listed in the Validations Pane and prevents Final Approval of the Assessment as long as the Numeric field contains a '0' value.

In practice, '0' may or may not be a valid Question response, based on the content and intent of the Question.

- If '0' is not a valid response, (e.g., 'Priority Axis' on the Diagnosis Review), no Question modifications are needed, and the user can enter any other value to fulfill the associated 'Empty Required Field' validation.
- If '0' is a possible valid response (e.g., 'Number of arrests in the past 30 days'), the Question setup must be modified to allow for a '0' response.

Refer to 'Troubleshooting Incorrect Setup of Questions' on page 56 for additional information.

Questions with mismatched Responses

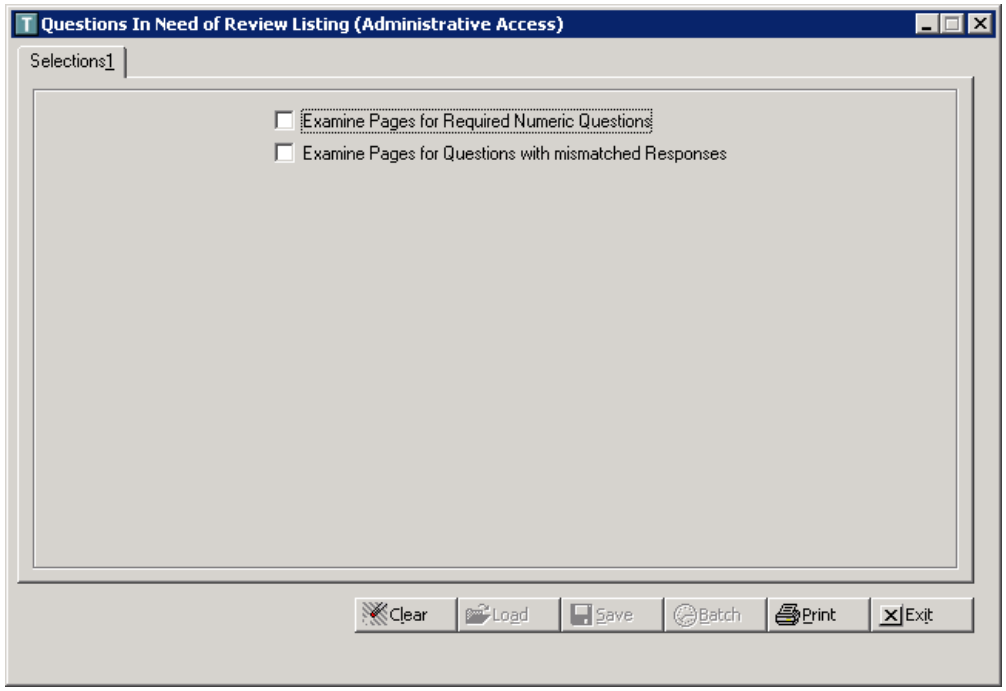
When Responses for a used Checklist (C) or Radio Button (R) Question Type have been modified from original configuration on a Page that has been used in an Assessment, it is possible for the Responses and Page data to become out sync. This results in Stop messages that prevent Save / Final Approval of an Assessment and Save of a CCI in ASv3. In some cases, 'null' also displays / prints in lieu of the Response label. These Questions mu be updated via WYSIWYG.

Refer to 'Troubleshooting Incorrect Setup of Questions' on page 56 for additional information.

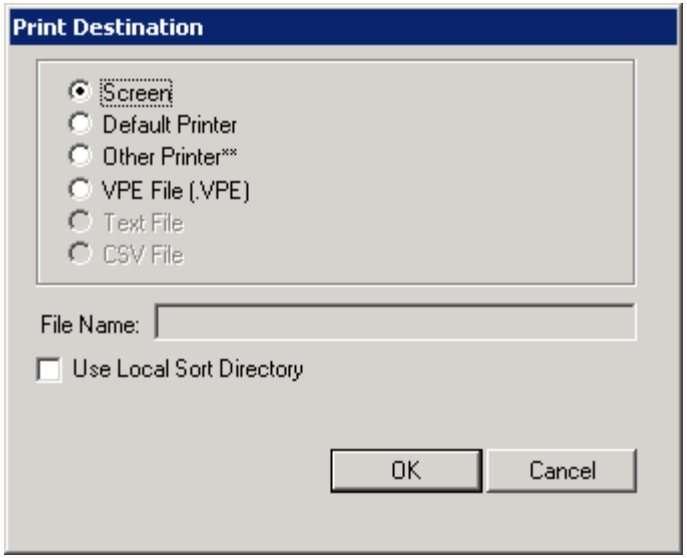
Report Setup

The Questions In Need of Review Listing (AS001RC) may be added to any Menu Group via Menu/Security Maintenance.

One or both fields may be selected.



The report may be printed to the following active locations/formats:



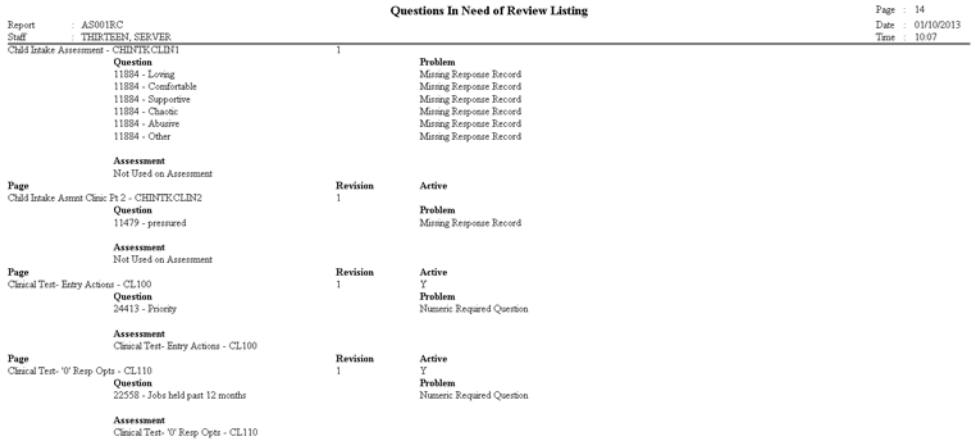
Based on the number of Questions in the system, the report may run for a considerable amount of time.

Output

General

The report sorts alphabetically by 'Page Description - ID.' Each Page record contains the following components:

- 'Revision' - Each Page Revision on which one or more problematic Questions appear.
- 'Active' - If 'Y', Page/Revision is Active; if blank, Page/Revision is Inactive.
- 'Question' - The Question ID and item label, as saved in the 'Text' field of the Page Format Table; this is the Response label the user sees in 'Select Object on Page' dialog in WYSIWYG.
- 'Problem' - Which type of issue the line item reflects:
    - Required Numeric Questions: Each occurrence of a Required Numeric Question is displayed.
    - Questions with mismatched Responses: The system reviews Page Format records and cross references against the values currently saved in the Valid Responses Table for each Radio Button and Checklist Question on the Page. The Question(s) listed are those where the record in Page Format does not match the record in the Valid Responses Table.
- 'Assessment' - Each Assessment (Active and Inactive) in which that Page is included; if unused, 'Not Used on Assessment' is presented.



Questions In Need of Review Listing

Page : 14
Report : AS001RC
Date : 01/10/2013
Staff : THIRTEEN, SERVER
Time : 10:07

Child Intake Assessment - CHINTKCLIN1 — Revision: 1

Question	Problem
11884 - Loving	Missing Response Record
11884 - Comfortable	Missing Response Record
11884 - Supportive	Missing Response Record
11884 - Chaotic	Missing Response Record
11884 - Abusive	Missing Response Record
11884 - Other	Missing Response Record

Assessment: Not Used on Assessment

Page: Child Intake Asmnt Clinic Pt 2 - CHINTKCLIN2 — Revision: 1 — Active:

Question: 11479 - pressured — Problem: Missing Response Record

Assessment: Not Used on Assessment

Page: Clinical Test- Entry Actions - CL100 — Revision: 1 — Active: Y

Question: 24413 - Priority — Problem: Numeric Required Question

Assessment: Clinical Test- Entry Actions - CL100

Page: Clinical Test- '0' Resp Opts - CL110 — Revision: 1 — Active: Y

Question: 22558 - Jobs held past 12 months — Problem: Numeric Required Question

Assessment: Clinical Test- '0' Resp Opts - CL110

The report contains all Pages with problematic Questions in the customer's system, regardless of whether any given Page has been used in an Assessment by that customer.

WYSIWYG Updates for Assessment version 3 Phase 1

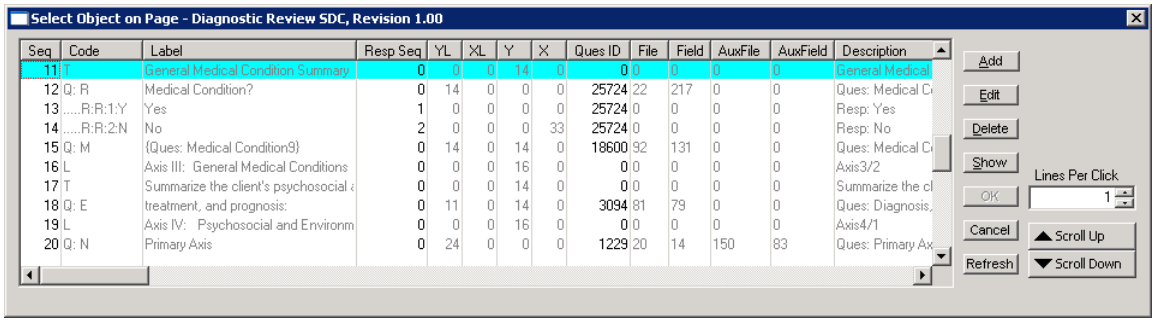
Navigation

Select Object on Page

After a Page has been selected and a Revision created (if editing the Page contents), clicking 'Design Page' presents the 'Select Object on Page' view which displays the contents of the page and allows Assessment Objects and Question Objects to be selected for inclusion in that Page Revision.

This view contains the following columns:

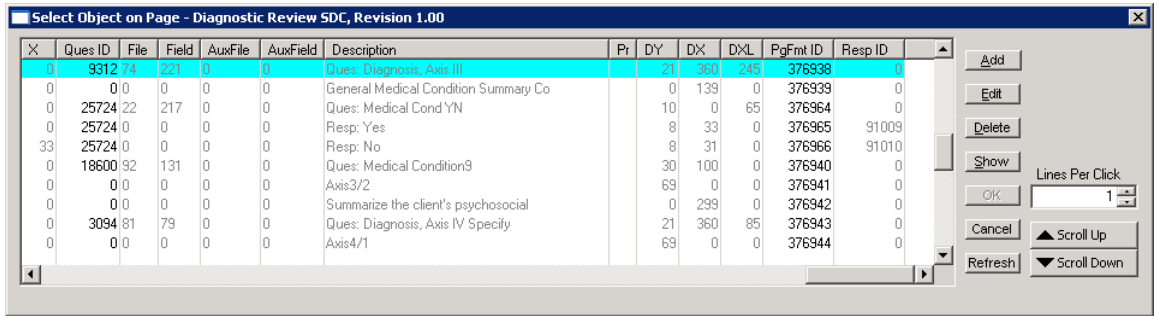
Visible


Select Object on Page - Diagnostic Review SDC, Revision 1.00
Seq
Code
Label
Resp Seq
YL
XL
Y
X
Ques ID
File
Field
AuxFile
AuxField
Description
11 T General Medical Condition Summary 0 0 0 14 0 0 0 0 0 0 General Medical
12 Q: R Medical Condition? 0 14 0 0 0 25724 22 217 0 0 Ques: Medical C
13 ....R:R:1:Y Yes 1 0 0 0 0 25724 0 0 0 0 Resp: Yes
14 ....R:R:2:N No 2 0 0 0 33 25724 0 0 0 0 Resp: No
15 Q: M {Ques: Medical Condition9} 0 14 0 14 0 18600 92 131 0 0 Ques: Medical C
16 L Axis III: General Medical Conditions 0 0 0 16 0 0 0 0 0 0 Axis3/2
17 T Summarize the client's psychosocial 0 0 0 14 0 0 0 0 0 0 Summarize the cl
18 Q: E treatment, and prognosis: 0 11 0 14 0 3094 81 79 0 0 Ques: Diagnosis,
19 L Axis IV: Psychosocial and Environm 0 0 0 16 0 0 0 0 0 0 Axis4/1
20 Q: N Primary Axis 0 24 0 0 0 1229 20 14 150 83 Ques: Primary Ax
Add
Edit
Delete
Show
OK
Cancel
Refresh
Lines Per Click
1
Scroll Up
Scroll Down

- Sequence (Seq) - The order in which the object appears on the Page.
- Code -
    - First position: the type of Object on the Page (e.g., 'Q' represents Question; 'T' represents Text).
    - "...." indicates it is a child sequence (e.g., a Response to a Question), thus not all records will have this listed.
    - Second position: the Question Type if the first position is a "Q" (e.g., "L" for List, "C" for Checklist or "R" for Radio), otherwise, if a child sequence, an "R" indicates it is a "Response".
    - Third position: for a child sequence, the type of Response (e.g., "R" is a response to a Radio Button and "C" is a response to a Checklist).
    - Fourth position: for a child sequence, the number of the response in the question setup.
    - Fifth position: for a child sequence, a response indicates the response code for the response in the question setup.

- Label - The Question Label as it displays on the Page in WYSIWYG Design Page and in Clinician's HomePage; unlabeled Questions contain the Question Description in brackets (e.g., {Ques: Medical Condition9}).
- Response Sequence (Resp Seq) - Response Sequence from that Question's record in the Page Format Table (TR_PGFMT).
- Vertical Placement- Label (YL) - Vertical location of the object's label on the page; units of measure* spaced down, relative to the preceding object.
- Horizontal Placement- Label (XL) - Horizontal location of the object's label on the page; absolute value equaling the units of measure* from the left margin.
- Vertical Placement- Response (Y) - Vertical location of the object's response on the page; units of measure* spaced down, relative to the preceding object (label).
- Horizontal Placement- Response (X) - Horizontal location of the object's response on the page; absolute value equaling the units of measure* from the left margin.
- Question ID (ID) - Question's record ID number from the Questions Table (TR_QUES) File - Primary Data File number to which the Question Object writes.
- Field - Field number to which the Question Object writes within the primary Data File.
- Auxiliary File (AuxFile) - Secondary Data File number to which the Question Object writes (if applicable)
- Auxiliary Field (AuxField) - Field number to which the Question Object writes within the secondary Data File (if applicable).
- Description - Question Description from the Questions Table (TR_QUES).

Scroll right to view

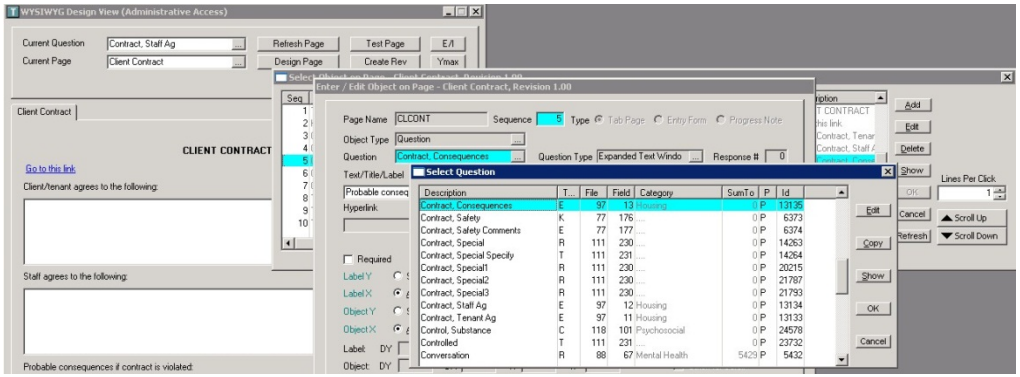

Select Object on Page - Diagnostic Review SDC, Revision 1.00
X
Ques ID
File
Field
AuxFile
AuxField
Description
Pr
DY
DX
DXL
PgFmt ID
Resp ID
0 9312 74 221 0 0 Ques: Diagnosis, Axis III 21 360 245 376938 0
0 0 0 0 0 0 General Medical Condition Summary Co 0 139 0 376939 0
0 25724 22 217 0 0 Ques: Medical Cond YN 10 0 65 376964 0
0 25724 0 0 0 0 Resp: Yes 8 33 0 376965 91009
33 25724 0 0 0 0 Resp: No 8 31 0 376966 91010
0 18600 92 131 0 0 Ques: Medical Condition9 30 100 0 376940 0
0 0 0 0 0 0 Axis3/2 69 0 0 376941 0
0 0 0 0 0 0 Summarize the client's psychosocial 0 299 0 376942 0
0 3094 81 79 0 0 Ques: Diagnosis, Axis IV Specify 21 360 85 376943 0
0 0 0 0 0 0 Axis4/1 69 0 0 376944 0
Add
Edit
Delete
Show
OK
Cancel
Refresh
Lines Per Click
1
Scroll Up
Scroll Down

- Print Flags (Pr) - Displays when 'Customize Print Spacing' setting is active: 'O' (for Object), 'L' (for Label), or 'B' (for Both).
- Response Height (DY) - Height of the response field, in units of measure* (automatically set) Response Width (DX) - Width of the response field, in units of measure* (set by user).
- Label Width (DXL) - Width of the question label, in units of measure* (automatically set based on text entered into 'Description').
- Page Format ID (PgFmt ID) - Assessment Object or Question Object's record ID number from the Page Format Table (TR_PGFMT).
- Response ID (Resp ID) - Question Response's record ID number from the Valid Responses Table (TR_RESP).

* 'Units of measure' are contingent on the resolution setting for each user's monitor, allowing for consistency of display across monitor sizes, proportions and selected resolutions

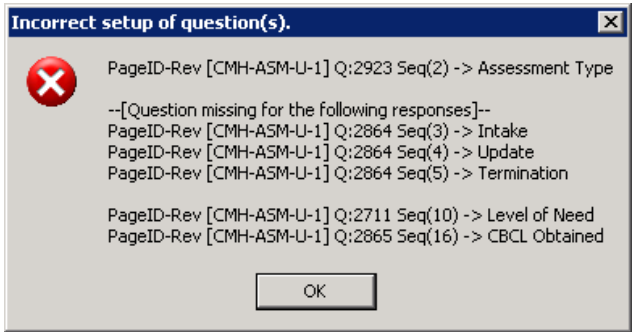
Enter / Edit Object on Page

When editing a Question Object already on a Page, the selected Question seeds the Select Question dialog such that it defaults to the highlighted position, preventing the user from having to enter the Description to search for the Question.



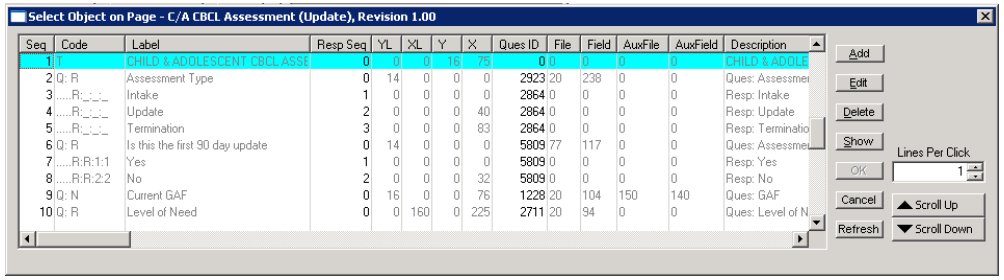
Identifying and Repairing Problematic Questions

An 'Incorrect setup of question(s)' message presents when a Page containing Question configuration issues loads in WYSIWYG. This message details all the problematic Questions on the Page, including Page Sequence information for easy identification.


Incorrect setup of question(s).
PageID-Rev [CMH-ASM-U-1] Q:2923 Seq(2) -> Assessment Type
--[Question missing for the following responses]--
PageID-Rev [CMH-ASM-U-1] Q:2864 Seq(3) -> Intake
PageID-Rev [CMH-ASM-U-1] Q:2864 Seq(4) -> Update
PageID-Rev [CMH-ASM-U-1] Q:2864 Seq(5) -> Termination
PageID-Rev [CMH-ASM-U-1] Q:2711 Seq(10) -> Level of Need
PageID-Rev [CMH-ASM-U-1] Q:2865 Seq(16) -> CBCL Obtained
OK

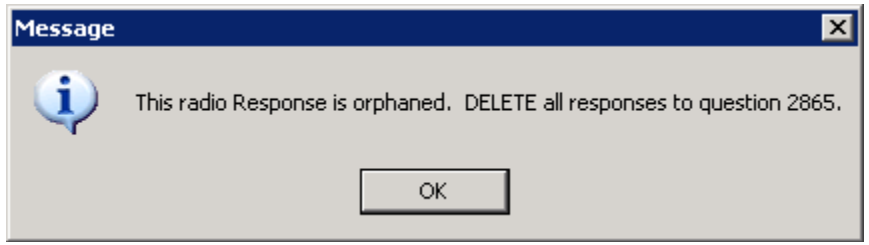
A Page Revision must be created to update the broken Questions.

The message will present a second time when the new Revision is loaded. After clicking 'OK' to close this message, the user can 'Design Page' and find/repair the broken questions in the 'Select Object on Page' view.


Select Object on Page - C/A CBCL Assessment (Update), Revision 1.00
Seq Code Label Resp Seq YL XL Y X Ques ID File Field AuxFile AuxField Description
1 T CHILD & ADOLESCENT CBCL ASSE 0 0 0 16 75 0 0 0 0 0 CHILD & ADOLE
2 Q: R Assessment Type 0 14 0 0 0 2923 20 238 0 0 Ques: Assessmer
3 ....R:_:_:_ Intake 1 0 0 0 0 2864 0 0 0 0 Resp: Intake
4 ....R:_:_:_ Update 2 0 0 0 40 2864 0 0 0 0 Resp: Update
5 ....R:_:_:_ Termination 3 0 0 0 83 2864 0 0 0 0 Resp: Terminatio
6 Q: R Is this the first 90 day update 0 14 0 0 0 5809 77 117 0 0 Ques: Assessmer
7 ....R:R:1:1 Yes 1 0 0 0 0 5809 0 0 0 0 Resp: Yes
8 ....R:R:2:2 No 2 0 0 0 32 5809 0 0 0 0 Resp: No
9 Q: N Current GAF 0 16 0 0 76 1228 20 104 150 140 Ques: GAF
10 Q: R Level of Need 0 0 160 0 225 2711 20 94 0 0 Ques: Level of N
Add
Edit
Delete
Show
OK
Cancel
Refresh
Lines Per Click
1
Scroll Up
Scroll Down

For items identified with only 'PageID-Rev' information, each question must be deleted and re-added to the Page. This will update the Page Format file to include current valid Responses.

For items with '–[Question missing for the following responses]–', the orphaned Response(s) must be deleted from the Page. Selecting one and clicking 'Delete' will produce the following message:



Clicking 'OK' produces the 'Enter / Edit Object on Page' view. Selecting 'OK to Delete' automatically deletes all Responses to the Question.

Clicking 'Refresh Page' paints the updated version of the Page. If Question issues remain, the 'Incorrect setup of questions(s)' message presents again. Once all broken Questions have been addressed, this message will no longer display. At this point, the Page Revision may be promoted to update all Assessments containing that Page ID.